

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 7040.6
Pers-712
28 AUG 1991

BUPERS INSTRUCTION 7040.6

From: Chief of Naval Personnel
To: All Ships and Stations

Subj: FINANCIAL MANAGEMENT GUIDE FOR PERMANENT CHANGE OF STATION TRAVEL
(MILITARY PERSONNEL, NAVY)

Encl: (1) Subject guide

1. Purpose. To provide procedures for administration and accounting for costs incident to permanent change of station (PCS) travel under the Military Personnel, Navy (MPN) appropriation.

2. Cancellation. NAVMILPERSCOMINST 7040.1A.

3. Applicability. This instruction is for use by all personnel engaged in the various aspects of managing PCS travel. Information contained here is for guidance in matters under the cognizance of the Chief of Naval Personnel and should be referred to when preparing documents authorizing PCS travel. Instruction contained in this guide DOES NOT apply to (1) PCS travel chargeable to appropriations other than "Military Personnel, Navy"; (2) travel resulting from temporary additional duty (TAD) assignments; and (3) per diem paid to members undergoing training of less than 20 weeks in connection with PCS moves. All costs for per diem for training of less than 20 weeks incident to a PCS move will be charged directly to the Operation and Maintenance, Navy (O&MN) appropriation.

4. Maintenance and Revision. The Chief of Naval Personnel will keep this instruction current and provide for appropriate changes, as required. Recommendations for changes should be submitted to the Chief of Naval Personnel (Pers-71), Navy Department, Washington, D.C. 20370-5000.

5. Form. NAVPERS 7041/1 (Rev. 10-84), PCS Travel, S/N 0106-LF 070-4106, may be procured from the Navy supply system utilizing requisitioning procedures contained in NAVSUP P-2002D, Navy Stock List of Publications and Forms.

Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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FINANCIAL MANAGEMENT GUIDE
FOR
PERMANENT CHANGE OF STATION (PCS) TRAVEL
(MILITARY PERSONNEL, NAVY (MPN))

(THIS GUIDE APPLIES TO REGULAR NAVY PERSONNEL ONLY;
FOR TAR RESERVE PERSONNEL, NAVY (RPN) (TAR) PLEASE REFER TO BUPERSINST 7040.7)

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RECORD OF CHANGES

This guide will be maintained by the issuance of changes or advance changes. Changes shall be inserted upon receipt and a record of such entry will be made in the spaces provided below:

Change No.	Date of Change	Date Entered	By whom entered

CHAPTER I - SECTION I

INTRODUCTION

Permanent change of station travel programs involve the annual spending of millions of defense dollars for transportation of military personnel and their dependents and movement of their personal property between old and new permanent duty stations. The active interest shown by committees of Congress and key personnel of the Department of Defense has placed a great deal of emphasis on proper fiscal administration of permanent change of station funds. The Chief of Naval Personnel has been charged with the responsibility for maintaining optimum management control over the Navy's share of these dollars. The instructions and procedures contained in this guide are issued for the information and compliance of all personnel engaged in administering and accounting for permanent change of station travel funds under the Military Personnel, Navy (MPN) appropriation.

CHAPTER I - SECTION II

DEFINITIONS - CLASSIFICATIONS

The following definitions apply only to this guide and do not supersede any definitions for entitlement in the Joint Federal Travel Regulations (JFTR) or Navy Travel Instructions (NTI).

Assignment Directive. Any official communication which directs PCS orders to be issued for enlisted personnel. The transfer directive may be an enlisted data card (1A), an Enlisted Personnel Action Document (EPAD), message, NAVGRAM, or broad directive issued in a publication or instruction. The authority to issue transfer directives comes from the Chief of Naval Personnel and is delegated to a few commands.

Availability Report. A report submitted to the Chief of Naval Personnel or to the Enlisted Personnel Management Center by any command in the UNITED STATES or OVERSEAS which makes an enlisted member available for assignment or reassignment as governed by the Enlisted Transfer Manual (NAVPERS 15909C).

Customer Identification Code (CIC). An eight-character code which describes the move. It must appear on all personnel and/or financial documents relating to a permanent change of station. Instructions for creating the CIC are in Chapter II - Section IV.

Month of Detachment (MOD). The month and fiscal year a member is scheduled to detach from their last permanent duty station.

Operating Target Manager/Detailer Code. The official who administers specific types or portions of PCS travel funds.

Permanent Change of Station Move. The transfer or assignment of a member from one permanent duty station to another permanent duty station. This includes the change from home, or from the place from which ordered to active duty, to first permanent duty station upon appointment, call to active duty, enlistment, or induction, and from last permanent duty station to home or the place from which ordered to active duty upon separation from the service, placement on the temporary disability retired list, release from active duty, or retirement. It also includes an authorized change in homeport of a ship, ship-based staff, permanent station of a mobile unit, or relocation of a shore-based activity.

Permanent Duty Station. The official station (including the homeport of a ship or a ship-based staff insofar as transportation of dependents and shipment of personal property is concerned) to which a member is assigned or attached for duty other than "temporary duty" or "temporary additional duty," the limits of which will be the corporate limits of the city or town where the member is stationed. If not stationed in an incorporated city or town, the official station is the reservation, station or established area, or the established subdivision of a large reservation where definite boundaries within which the designated post of duty is located. When a member is transferred or assigned under permanent change of station orders to a school or installation AS A STUDENT and when the cumulative duration of the orders is 20 weeks or more in the same geographic area, this school or installation is a permanent duty station.

Purpose Identification Code (PIC). A code which identifies (1) the purpose of the permanent change of station, (2) whether the move involves overseas travel, and (3) whether the member is an officer or enlisted. (See classification below.)

Rank or Rate Code. A one-character alpha code which designates the rank or rate of the member involved in a PCS move. These codes are in Chapter II - Section IV (see page 2-84).

Temporary Duty Station. A station other than a permanent duty station where a member performs temporary duty under orders which provides for further assignment, or pending further assignment to a new permanent duty station. A temporary duty assignment normally does not exceed 6 months.

Transportation Account Code (TAC). A code that identifies the account chargeable for the shipment of personal property within the Defense Transportation System (DTS).

NAVPERS 7041/1, PCS Travel. A questionnaire completed by all personnel who are transferred, appointed, commissioned, ordered to active duty, released from active duty, retired, separated, enlisted, re-enlisted or are resigning and, therefore, are involved in a PCS move.

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CLASSIFICATIONS

Land Travel. Movement between activities:

(1) Within Continental United States (CONUS), including movements to and from ships homeported in CONUS, regardless of deployment of a ship or mobile unit.

(2) Overseas, when no transoceanic (across the sea) travel is involved.

NOTE: Alaska and Hawaii are treated as outside the United States for purposes of this classifications.

To and From Overseas. Movements between:

(1) CONUS activities and overseas activities, including movements to or from ships homeported or mobile units located overseas, regardless of deployment of ship or mobile unit.

(2) Overseas activities if transoceanic (across the sea) travel is involved.

NOTE: Alaska and Hawaii are treated as outside the United States for purposes of this classifications.

Accession Travel

Officers. Movements from home or place of acceptance of commission to first duty station including any authorized temporary duty/temporary duty under instructions en route.

Enlisted Recruits. Movements from U.S. Navy Recruiting Districts/Military Entrance Processing Stations (MEPS), home, or place from which ordered to active duty to recruit training center and to first permanent duty station after recruit training including any other authorized temporary duty/temporary duty under instruction enroute.

Enlisted (Other than Recruits). Movements from MEPS, home or place from which ordered to active duty to first permanent duty station when no recruit training is involved including any authorized temporary duty/temporary duty under instruction enroute. (This includes the Enlisted Officer Candidate Programs, such as Aviation Officer Candidate (AOC), Officer Candidate School (OCS), Navy Flight Officer Candidate (NFOC), and Nuclear Petty Officer Candidate (NUPOC).)

NOTE: If the FIRST permanent duty station is a school at which the course (or courses) of instruction is of a cumulative duration of 20 weeks or more, this move is classified as ACCESSION travel.

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Midshipmen. Movements of individuals selected as midshipmen upon entry into the Naval Academy and individuals who travel to the Naval Academy but fail to pass the entrance examinations and are required to return home.

Training Travel

Officers and Enlisted. Movements from last permanent duty station within CONUS to duty under instruction at a school or installation for a period of 20 weeks or more duration within CONUS, and movements from last permanent duty station to duty under instruction at a school or installation located within an overseas area when no transoceanic (across the sea) travel is involved. This includes all movements from duty under instruction (even though the member does not complete the scheduled course) at such school or installation to the next permanent duty station in CONUS/overseas when no transoceanic (across the sea) travel is involved, and any authorized temporary duty/temporary duty under instruction to and from the school or installation. This includes travel as required to join or depart from a deployed ship or mobile unit. When the school or installation is the member's first permanent duty station, then the move is classified as ACCESSION Travel.

Operational Travel Between Duty Stations, Land (General)

Officers and Enlisted. Movements to and from permanent duty stations located within CONUS and movements to and from permanent duty stations located within an overseas area when no transoceanic (across the sea) travel is involved, including any authorized temporary duty/temporary duty under instruction en route, EXCLUDING movements to or from schools with a course of instruction of 20 weeks or more duration or movements of organized units. This includes travel as required to join or depart from a deployed ship or mobile unit.

Operational Travel, Land (Miscellaneous)

Officers and Enlisted. Travel of dependents and movements of personal property within CONUS under circumstances where the member IS NOT issued a PCS order or for member who has been interned, missing, or captured and for evacuation within CONUS due to unusual emergency circumstances such as war, riots, national or natural disasters, epidemics, or similar conditions of comparable magnitude. (Refer to JFTR, Vol.1 - Chapter 5, Parts C, D, E, F and Chapter 6, Part B.)

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Rotational Travel To and From Overseas (General)

Officers and Enlisted. Movements between a permanent duty station within CONUS and a permanent duty station overseas when transoceanic (across the sea) travel is involved, including any authorized temporary duty/temporary duty under instruction en route, INCLUDING movements to and from schools with a course of instruction of 20 weeks or more duration (excluding movements of organized units).

Rotational Travel To and From Overseas (Miscellaneous)

Officers and Enlisted. Travel of dependents and movements of personal property under unusual or emergency circumstances where member is NOT issued a PCS order, or for member who has been interned, missing or captured. (Refer to JFTR Vol. 1 - Chapter 5, Parts C, D, E and F.)

Rotational Travel To and From Overseas (Evacuation)

Officers and Enlisted. Transportation of dependents and shipments of personal property incident to an evacuation. (Refer to JFTR, Vol. 1 - Chapter 6.)

Separation Travel

Officers and Enlisted. Movements from last permanent duty station, regardless of location (including transfer to an intermediate activity for processing) to home of record, place of entry into service, or to home of selection when authorized and movements of dependents and/or shipment of property of a member who is deceased. (Refer to JFTR, Vol. 1 - Chapter 5, Parts C, D, E and F.)

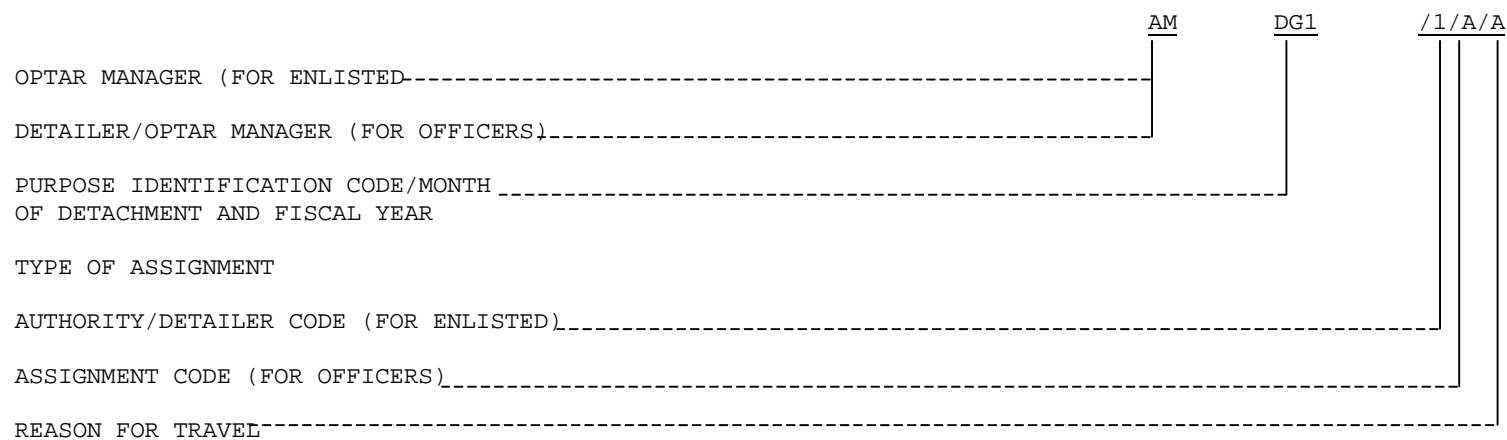
Midshipmen. Movements of eliminated midshipmen to home of record or point of entry into service.

Travel of Organized Units

Officers and Enlisted. Movements resulting from a change of homeport of a ship, or ship-based staff, from a change in the permanent duty station of a mobile unit, or from relocation of a shore-based activity.

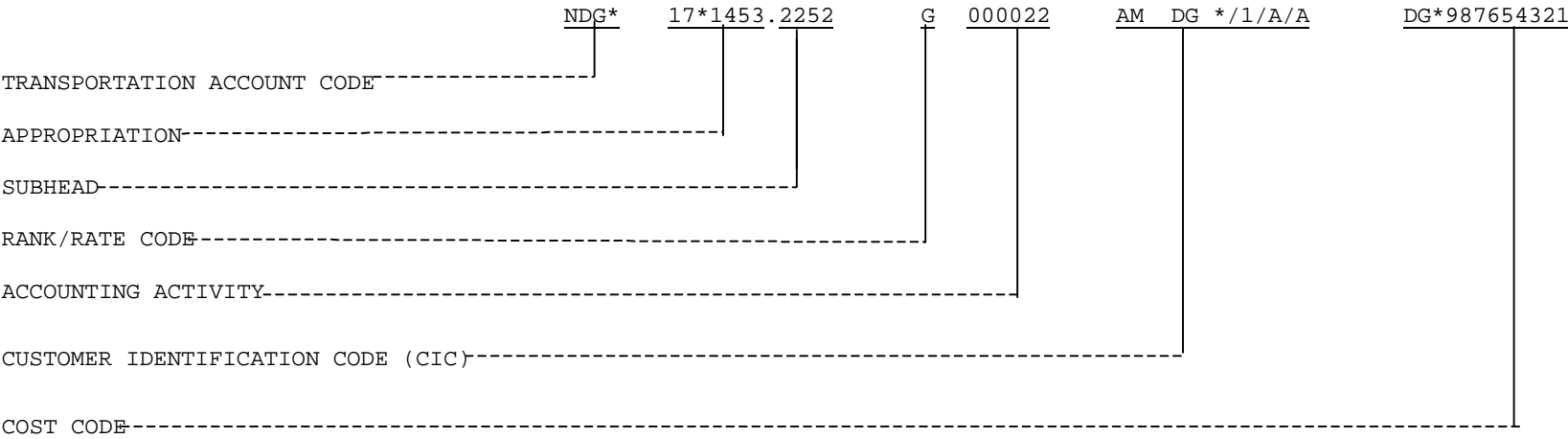
CHAPTER II - SECTION I ILLUSTRATION

THE FOLLOWING SCHEMATIC SHOWS THE EXACT
SEQUENCE AND FORMAT FOR A CUSTOMER
IDENTIFICATION CODE (CIC) AS IT SHOULD
APPEAR IN A MEMBER'S ORDERS:



CHAPTER II - SECTION II ILLUSTRATION

THE FOLLOWING SCHEMATIC SHOWS A LINE OF ACCOUNTING DATA IN
THE EXACT SEQUENCE AS IT SHOULD APPEAR IN A MEMBER'S ORDERS:



CHAPTER II - SECTION III ILLUSTRATION

THE FOLLOWING DIAGRAMS ARE ILLUSTRATED TO POINT OUT THE VARIOUS
CHECKPOINTS FOR VERIFYING A MEMBER'S ACCOUNTING DATA ON TRAVEL ORDERS

THESE FOUR CHARACTERS MUST ALWAYS BE THE SAME (FISCAL YEAR)

NDG1 1711453.2252 G 000022 AM DG1/1/A/A DG1987654321

THESE GROUPS OF CHARACTERS MUST ALWAYS BE THE SAME (PIC/MOD)

THIS CHARACTER MUST ALWAYS BE COMPATIBLE WITH (TYPE MOVE)

NDG1 1711453.2252 G 000022 AM DG1/1/A/A DG1987654321

CHAPTER II - SECTION IV

USE OF ACCOUNTING GUIDES AND CUSTOMER IDENTIFICATION CODE (CIC)

1. This section is to be used when constructing accounting data to be cited in PCS travel orders. The accounting guides are in this Chapter - Section IV. The chart for construction of the CIC immediately follows the applicable accounting guide.

2. THE FIRST FIVE CHARACTERS OF THE CIC APPLICABLE WHEN DETACHING A MEMBER FROM THEIR LAST PERMANENT DUTY STATION WILL BE CONTINUED UNCHANGED ON ALL SUBSEQUENT TRAVEL ORDERS UNTIL ARRIVAL AT THEIR ULTIMATE DUTY STATION REGARDLESS OF THE NUMBER OF SETS OF ORDERS ISSUED OR THE NATURE AND EXTENT OF TEMPORARY DUTY ENROUTE FROM THE OLD PERMANENT DUTY STATION (INCLUDING FROM HOME OR U.S. NAVY RECRUITING DISTRICTS/MILITARY ENTRANCE PROCESSING STATION IN CASE OF ACCESSIONS) TO THE NEW PERMANENT DUTY STATION.

3. To construct the accounting data to be shown in an officer PCS orders (except for no cost moves which will contain no accounting data). See paragraph 4 for enlisted orders. The following procedures apply for PCS transfer directives, messages or letters originating from the Chief of Naval Personnel or from a field activity acting under authority of a broad Bureau of Naval Personnel (BUPERS) directive, Joint Federal Travel Regulations Manual, or directives by other competent authority:

a. Determine the classification of the PCS move using Definitions-Classifications (Chapter I - Section II; see pages 1-2 through 1-6) and refer to the following tables:

<u>CLASSIFICATION</u>	<u>SUBHEAD</u>	<u>CLASSIFICATION CODE</u>	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
Accession - Land	.2250	2	2-11	2-10
Accession - To and From Overseas	.2250	S	2-13	2-12

<u>CLASSIFICATION</u>	<u>SUBHEAD</u>	<u>CLASSIFICATION CODE</u>	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
Operational (General) - Land	.2252	4	2-21 & 22	2-20
Rotational (General) - To and From Overseas	.2253	U	2-24 & 25	2-23
Separation - Land *	.2254	5	2-27	2-26

* Including dependents travel and/or shipment of personal property of a deceased member.

<u>CLASSIFICATION</u>	<u>SUBHEAD</u>	<u>CLASSIFICATION CODE</u>	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
Separation - To and From Overseas *	.2254	V	2-29	2-28
Organized Units - Land	.2255	6	2-31	2-30
Organized Units - To and From Overseas	.2255	W	2-33	2-32
Operational (Miscellaneous) - Land (Not to be used for member's travel)	.2252	X	2-35	2-34
Rotational (Miscellaneous) - To and From Overseas (Not to be used for member's travel)	.2253	Q	2-37	2-36
Rotational (Evacuation) - To and From Overseas (Not to be used for member's travel)	.2253	7	2-39	2-38

* Including dependents travel and/or shipment of personal property of a deceased member.

b. Having determined the appropriate classification, turn to the proper page of the CIC Chart as indicated above opposite each classification and develop the CIC as follows:

(1) The FIRST element identifies the Detailer/Operating Target (OPTAR) Manager who holds the OPTAR and is responsible for maintaining financial control of the funds authorized.

(2) The SECOND element classifies the PCS travel and designates the scheduled month and fiscal year of detachment for the member. This element is referred to as the Purpose Identification Code/Month of Detachment (PIC/MOD).

(3) The THIRD element identifies the type of assignment within each of the major classifications of PCS travel.

(4) The FOURTH element identifies the Assignment Code.

(5) The FIFTH element describes the reason for the PCS travel.

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c. Having developed the eight-character CIC, refer to the proper page of the Accounting Guide as indicated above opposite each classification. The fourth character of the CIC will indicate the month of scheduled detachment as shown in the following table:

<u>Month Code</u>	<u>Month of Detachment</u>	<u>Month Code</u>	<u>Month of Detachment</u>
A	JANUARY	G	JULY
B	FEBRUARY	H	AUGUST
C	MARCH	I	SEPTEMBER
D	APRIL	J	OCTOBER
E	MAY	K	NOVEMBER
F	JUNE	L	DECEMBER

D. The fifth character of the CIC will indicate the fiscal year to which travel is chargeable as shown in the following table:

<u>Time Cycle</u>	<u>Fiscal Year</u>	<u>Last Character of *1*the Fiscal Year</u>
1 October 1988 to 30 September 1989	1989	9
1 October 1989 to 30 September 1990	1990	0
1 October 1990 to 30 September 1991	1991	1
1 October 1991 to 30 September 1992	1992	2
1 October 1992 to 30 September 1993	1993	3

e. Based on the month and fiscal year thus determined, the column entitled "WHEN SCHEDULED DATE OF DETACHMENT OCCURS IN" will govern the accounting data which will be inserted in the travel orders, and must be in the exact sequence as shown, except, in lieu of the partially pre-printed CIC shown in columns (7) and (8) of the Accounting Guides, copy exactly the eight-character CIC developed under paragraph 3b, items (1) through (5) above.

f. The accuracy of transcribing data from the Accounting Guides into the travel orders should be verified as follows:

(1) The fourth character of the Transportation Account Code (TAC), third character of the appropriation, fifth character of the CIC, and the third character of the cost code MUST be the same.

(2) The second, third and fourth characters of the TAC, the third, fourth and fifth characters of the CIC, and first, second and third characters of the cost code MUST be the same.

(3) The last character of the subhead must be compatible with the second character of the TAC, third character of the CIC and the first character of the cost code; e.g., Separation Travel must use subhead .2254.

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FOR ENLISTED ORDERS

4. To construct the accounting data to be shown in enlisted PCS orders (except for no-cost moves which contain no accounting data). See paragraph 3 for officers orders. The following procedures apply for PCS transfer directives, messages or NAVGRAM originating from the Chief of Naval Personnel, Enlisted Personnel Management Center where accounting data is not shown or for PCS transfers originating from a field activity under the authority of a broad BUPERS directive, the MILPERSMAN Joint Federal Travel Regulations Manual, or a directive by other competent authority:

a. Determine the classification of the PCS move using Definitions-Classifications (Chapter I - Section II; see pages 1-4 through 1-6) and refer to the following table:

<u>CLASSIFICATION</u>	<u>SUBHEAD</u>	<u>CLASSIFICATION CODE</u>	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
Accession - Recruits - Land	.2250	A	2-41	2-40
Accession - Recruits - To and From Overseas	.2250	J	2-43	2-42
Accession - Other Than Recruits - Land	.2250	B	2-45	2-44
Accession - Other Than Recruits - To and	.2250	K	2-47	2-46
From Overseas				
Training - Land	.2251	C	2-49 & 50	2-48
Rotational (Training) - To and From Overseas	.2253	L	2-52 & 53	2-51
Operational (General) - Land	.2252	D	2-55 & 56	2-54
Rotational (General) - To and From Overseas	.2253	M	2-58 & 59	2-57
Separation - Land *	.2254	E	2-61	2-60
Separation - To and From Overseas *	.2254	N	2-63	2-62
Organized Units - Land	.2255	F	2-65	2-64
Organized Units - To and From Overseas	.2255	O	2-67	2-66
Operational (Miscellaneous) - Land	.2252	R	2-69	2-68
(Not to be used for member's travel)				
Rotational (Miscellaneous) - To and From Overseas	.2253	Y	2-71	2-70
(Not to be used for member's travel)				
Rotational (Evacuation) - To and	.2253	Y	2-71	2-70
From Overseas (Not to be used for				
member's travel)				
Accession - Midshipmen	.2250	G	2-75	2-74
Separation - Midshipmen	.2254	P	2-77	2-76
Accession - Aviation Cadets	.2250	I	2-79	2-78
Training - Aviation Cadets	.2251	9	2-81	2-80
Separation - Aviation Cadets	.2254	Z	2-83	2-82

* Including dependents travel and/or shipment of property of a deceased member.

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b. Having determined the classification to apply, turn to the proper page of the CIC chart as indicated above opposite each classification and develop the CIC as follows:

(1) The FIRST element identifies the Operating Target (OPTAR) manager who holds the OPTAR and is responsible for maintaining financial control of the funds authorized. (Note the narrative explanation under the first element concerning PCS orders initiated at the local command level.)

(2) The SECOND element classifies the PCS travel and designates the scheduled month and fiscal year of detachment for the member. This element is referred to as the PIC/MOD.

(3) The THIRD element identifies the type of assignment within each of the major classifications of PCS travel.

(4) The FOURTH element identifies the Authority/Detailer.

(5) The FIFTH element describes the reason for the PCS travel.

c. Having developed the eight-character CIC, refer to the proper page of Accounting Guide as indicated above opposite each classification. The fourth character of the CIC will indicate the month of detachment as shown in the following table:

<u>Month Code</u>	<u>Month of Detachment</u>	<u>Month Code</u>	<u>Month of Detachment</u>
A	JANUARY	G	JULY
B	FEBRUARY	H	AUGUST
C	MARCH	I	SEPTEMBER
D	APRIL	J	OCTOBER
E	MAY	K	NOVEMBER
F	JUNE	L	DECEMBER

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d. The fifth character of the CIC will indicate the fiscal year to which travel is chargeable in the following table:

<u>Time Cycle</u>	<u>Fiscal Year</u>	<u>Last Character of the Fiscal Year</u>
1 October 1988 to 30 September 1989	1989	9
1 October 1989 to 30 September 1990	1990	0
1 October 1990 to 30 September 1991	1991	1
1 October 1991 to 30 September 1992	1992	2
1 October 1992 to 30 September 1993	1993	3

e. Accounting data should be developed as follows:

(1) For Chief of Naval Personnel distributors and Enlisted Personnel Management Center originating transfer directives, messages or NAVGRAMS--based on the month and fiscal year thus determined--the column entitled "WHEN SCHEDULED DATE OF DETACHMENT OCCURS IN" will govern the accounting data which will be inserted in the transfer directive, message or NAVGRAM, and must be in the exact sequence as shown except, in lieu of the partially pre-printed CIC shown in columns (7) and (8) of the Accounting Guides, copy exactly the eight-character CIC developed under paragraph 4b, items (1) through (5), above. Transferring commands will perpetuate this pre-printed data in the travel order exactly as it appears on the transfer directive, message or NAVGRAM.

(2) For PCS transfers originated by a field activity--based on the month and fiscal year thus determined--the column entitled "WHEN SCHEDULED DATE OF DETACHMENT OCCURS IN" will govern the accounting data which will be inserted in the travel orders, and must be in the exact sequence as shown, except in lieu of the partially pre-printed CIC shown in columns (7) and (8) of the Accounting Guides, copy exactly the eight-character CIC developed under paragraph 4b, items (1) through (5), above.

f. The accuracy of transcribing data from the Accounting Guides into the travel orders should be verified as follows:

(1) The fourth character of the TAC, third character of the appropriation, fifth character of the CIC, and the third character of the cost code MUST be the same.

(2) The second, third and fourth characters of the TAC, the third, fourth and fifth characters of the CIC and the first, second and third characters of the cost code MUST be the same.

(3) The last character of the subhead must be compatible with the second character of the TAC, third character of the CIC and the first character of the cost code; e.g., separation travel must use subhead .2254.

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CHAPTER II – SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER
ACCESSION
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1) (2)		(3) (4)		(5)	(6)	(7) (8)		(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	N2A*	17*1453.2250		NOT TO BE	INSERT	00022	AE	2A*/X/X/X	2A* THESE COST CODES
FEB	N2B*	17*1453.2250		INCLUDED ON	APPROPRI-	00022	AE	2B*/X/X/X	2B* MUST ALWAYS CONTAIN
MAR	N2C*	17*1453.2250		ORDERS	ATE ALPHA	00022	AE	2C*/X/X/X	2C* EXACTLY 12
APR	N2D*	17*1453.2250			CODE	00022	AE	2D*/X/X/X	2D* CHARACTERS. IT IS
MAY	N2E*	17*1453.2250		TO BE ASSIGNED		00022	AE	2E*/X/X/X	2E* DEVELOPED BY CITING
JUN	N2F*	17*1453.2250		BY THE	SEE	00022	AE	2F*/X/X/X	2F* THE THREE CHARACTERS
JUL	N2G*	17*1453.2250		DISBURSING	PAGE	00022	AE	2G*/X/X/X	2G* SHOWN PLUS
AUG	N2H*	17*1453.2250		OFFICER MAKING	2-84	00022	AE	2H*/X/X/X	2H* MEMBER'S
SEP	N2I*	17*1453.2250		PAYMENT	OF	00022	AE	2I*/X/X/X	2I* COMPLETE
OCT	N2J*	17*1453.2250			THIS	00022	AE	2J*/X/X/X	2J* SOCIAL
NOV	N2K*	17*1453.2250			GUIDE	00022	AE	2K*/X/X/X	2K* SECURITY
DEC	N2L*	17*1453.2250				00022	AE	2L*/X/X/X	2L* NUMBER

a/ Month of detachment for this classification is defined to be: The month member is scheduled to commence travel from home or place of acceptance of commission to:

1. First permanent duty station.
2. Temporary duty with further assignment to a permanent duty station.
3. Duty under instruction where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
OPTAR MANAGER	C	PIC/MOD		2	#	##	TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
	O											
	D											
	E											
Pers-712	AE	#	IDENTIFIES THE MONTH (page 2-6)				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO FIRST PERMANENT DUTY STATION	1	Pers-00F 41A, 416 43A 431 410	1 2 3 4 5	COMPLETION COMBAT ZONE TOUR COMPLETE CONUS SHORE TOUR COMPLETION CONSUS SEA TOUR COMPLETION OVERSEAS SHORE TOUR COMPLETION OVERSEAS SEA TOUR	A B C D E
1. MEMBER IS SCHEDULED TO COMMENCE TRAVEL FROM HOME OR PLACE OF ACCEPTANCE OF COMMISSION TO:		##	IDENTIFIES THE FISCAL YEAR (page 2-6)				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO TEMPORARY DUTY	2	411 433,414A 414B 432, 414C	6 7 8 9	COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION DISCIPLINARY/DISQUALIFIED	F G H
a. FIRST PERMANENT DUTY STATION							FROM TEMPORARY DUTY TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	432M/Z/L 4416 449 4415/G/H 4414 415 421, 42B 422 421E 4413	A B C D E F H I J K	TO/FROM HOSPITAL MORALE/HUMANITARIAN REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED) FILL HIGH PRIORITY BILLETS MEET SCHOOL CONVENING DATE INACTIVATION OF VESSEL/ACTIVITY IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED NEW CONSTRUCTION/CONVERSION	I J K L M N O P
b. TEMPORARY DUTY WITH FURTHER ASSIGNMENT TO A PERMANENT DUTY STATION							FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4	445 446 4410 4411	L M N O	ESTABLISH NEW STATION/ACTIVITY ESTABLISH NEW PROGRAM/PROJECT CHANGE IN DESIGNATOR HIGHER AUTHORITY DIRECTS	Q R S T
c. DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE							FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	5	4419 4412B 448 4418 412 446C	P R S T U V	CHANGE HOMEPORT/ACTIVITY RELOCATED TRAINING OTHER THAN AT SCHOOL COMMAND OPPORTUNITY	X Y Z
							FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	6	42A 4415M/N/P/R 4415I, 4415J 4415B/K/L/S CNATRA CNO ALL OTHER MOB/21	W X Y Z # & \$		

OFFICER
ACCESSION
LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER
ACCESSION
FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NSA*	17*1453.2250		NOT TO BE	INSERT	000022	AE	SA*/X/X/X
FEB	NSB*	17*1453.2250		INCLUDED ON	APPROPRIATE	000022	AE	SB*/X/X/X
MAR	NSC*	17*1453.2250		ORDERS	ALPHA	000022	AE	SC*/X/X/X
APR	NSD*	17*1453.2250			CODE	000022	AE	SD*/X/X/X
MAY	NSE*	17*1453.2250		TO BE ASSIGNED		000022	AE	SE*/X/X/X
JUN	NSF*	17*1453.2250		BY THE	SEE	000022	AE	SF*/X/X/X
JUL	NSG*	17*1453.2250		DISBURSING	PAGE	000022	AE	SG*/X/X/X
AUG	NSH*	17*1453.2250		OFFICER MAKING	2-84	000022	AE	SH*/X/X/X
SEP	NSI*	17*1453.2250		PAYMENT	OF	000022	AE	SI*/X/X/X
OCT	NSJ*	17*1453.2250			THIS	000022	AE	SJ*/X/X/X
NOV	NSK*	17*1453.2250			GUIDE	000022	AE	SK*/X/X/X
DEC	NSL*	17*1453.2250				000022	AE	SL*/X/X/X

a/ Month of detachment for this classification is defined to be: The month member is scheduled to commence travel from home or place of acceptance of commission to:

1. First permanent duty station
2. Temporary duty with further assignment to a permanent duty station
3. Duty under instruction where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-712	AE

2ND ELEMENT			
PIC/MOD			
ACCESSION FROM OVERSEAS	S	#	##

IDENTIFIES THE
MONTH (page 2-6)
IDENTIFIES THE
FISCAL YEAR
(page 2-6)

1. MEMBER IS SCHEDULED
TO COMMENCE TRAVEL FROM
HOME OR PLACE OF ACCEPTANCE
OF COMMISSION TO:

a. FIRST PERMANENT
DUTY STATION

b. TEMPORARY DUTY WITH
FURTHER ASSIGNMENT
TO A PERMANENT DUTY
STATION

c. DUTY UNDER INSTRUCTION
AT A SCHOOL OR
INSTALLATION WHERE
THE LENGTH OF THE
COURSE (OR COURSES)
OF INSTRUCTION IS
A CUMULATIVE DURATION
OF 20 WEEKS OR
MORE

3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO FIRST PERMANENT DUTY STATION	1	Pers-00F 41A, 416 43A 431 410	1 2 3 4 5	COMPLETION COMBAT ZONE TOUR COMPLETION CONUS SHORE TOUR COMPLETION CONUS SEA TOUR COMPLETION OVERSEAS SHORE TOUR COMPLETION OVERSEAS SEA TOUR	A B C D E
FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO TEMPORARY DUTY	2	411 433, 414A 414B 432, 414C	6 7 8 9	COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION DISCIPLINARY/DISQUALIFIED	F G H
FROM TEMPORARY DUTY TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	432/M/Z/L 4416 449 4415/G/H 4414 415 421, 42B 422 421E 4413	A B C D E F H I J K	TO/FROM HOSPITAL MORALE/HUMANITARIAN REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED) FILL HIGH PRIORITY BILLET MEET SCHOOL CONVENING DATE INACTIVATION OF VESSEL/ACTIVITY IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED NEW CONSTRUCTION/CONVERSION	I J K L M N O P
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4	445 446 4410 4411	L M N O	ESTABLISH NEW STATION/ACTIVITY ESTABLISH NEW PROGRAM/PROJECT CHANGE IN DESIGNATOR HIGHER AUTHORITY DIRECTS	Q R S T
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	5	4419 4412B 448 4418 412 446C	P R S T U V	CHANGE HOMEPORT/ACTIVITY RELOCATED TRAINING OTHER THAN AT SCHOOL COMMAND OPPORTUNITY	X Y Z
FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	6	42A 4415M/N/P/R 4415I, 4415J 4415B/K/L/S CNATRA CNO ALL OTHER MOB/21	W X Y Z # & \$		
				OFFICER ACCESSION OVERSEAS	

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CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
TRAINING
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	N3A*	17*1453.2251		NOT TO BE		INSERT	000022	##	3A#/X/X/X
FEB	N3B*	17*1453.2251		INCLUDED ON		APPROPRI-	000022	##	3B#/X/X/X
MAR	N3C*	17*1453.2251		ORDERS		ATE ALPHA	000022	##	3C#/X/X/X
APR	N3D*	17*1453.2251				CODE	000022	##	3D#/X/X/X
MAY	N3E*	17*1453.2251		TO BE ASSIGNED			000022	##	3E#/X/X/X
JUN	N3F*	17*1453.2251		BY THE		SEE	000022	##	3F#/X/X/X
JUL	N3G*	17*1453.2251		DISBURSING		PAGE	000022	##	3G#/X/X/X
AUG	N3H*	17*1453.2251		OFFICER		2-84	000022	##	3H#/X/X/X
SEP	N3I*	17*1453.2251		MAKING PAYMENT		OF	000022	##	3I#/X/X/X
OCT	N3J*	17*1453.2251				THIS	000022	##	3J#/X/X/X
NOV	N3K*	17*1453.2251				GUIDE	000022	##	3K#/X/X/X
DEC	N3L*	17*1453.2251					000022	##	3L#/X/X/X

a/ Month of detachment for this classification is defined to be: The month member is scheduled to be detached from:

1. Last permanent duty station in CONUS/OVERSEAS (when no transoceanic travel is involved) to proceed to duty under instruction at a school or installation in CONUS/OVERSEAS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as Accession travel.)
2. Duty under instruction in CONUS/OVERSEAS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station in CONUS/OVERSEAS (when no transoceanic travel is involved). This includes any temporary duty enroute from school to another permanent duty station.
3. Subparagraphs 1 and 2 above include travel as required to join or depart from a deployed ship or mobile unit.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate Detailer code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
DETAILER	C O D E
Pers-CONT	AB
CNTRA, 432E	AC
Pers-413D1 4121, 41A1 42A1, 432H 432M1, 433E 4412B, 4413A 4415G, 421E 4419A	A1
Pers-4122 413G1, 43A1 432I, 432Z 4413C, 4415H 4416A, 4419B	A2
Pers-4123 431A, 432J 432L, 445X 448A, 4415I 413D2, 42B 4419C	A3
Pers-410A 4124, 412D1 432K, 445B 448C, 4413E 4415J, 4419D	A4
Pers-411A 4125, 421A 412D2, 432N 4415K, 410B 4418	A5
Pers-4126 421B, 432P 446B, 4415L	A6
Pers-4127 412J, 421C 422B, 432S 446C1, 4410A 4415M	A7

2ND ELEMENT			
PIC/MOD			
TRAINING LAND	3	#	##

IDENTIFIES THE
MONTH (page 2-6)
IDENTIFIES THE
FISCAL YEAR
(page 2-6)

1. MEMBER IS SCHEDULED
TO BE DETACHED FROM LAST
PERMANENT DUTY STATION
IN CONUS/OVERSEAS (WHEN
NO TRANSOCEANIC TRAVEL
IS INVOLVED) TO PROCEED
TO DUTY UNDER INSTRU-
TION AT A SCHOOL OR
INSTALLATION IN CONUS/
OVERSEAS (WHEN NO TRANS-
OCEANIC TRAVEL IS
INVOLVED) WHERE THE
LENGTH OF THE COURSE (OR
COURSES) OF INSTRUCTION
IS OF A CUMULATIVE DURA-
TION OF 20 WEEKS OR MORE.
THIS MAY INCLUDE TEMPO-
RARY ENROUTE TO
SCHOOL. (WHEN THE
SCHOOL OR INSTALLATION
IS THE MEMBER'S FIRST
PERMANENT DUTY STATION,
THE MOVEMENT IS CLASSI-
FIED AS ACCESSION
TRAVEL.)

3RD ELEMENT	4TH ELEMENT	5TH ELEMENT	
TYPE OF ASSIGNMENT	C O D E	C O D E	C O D E
FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	Pers-00F 41A, 416 43A 431 410 411 433, 414A 414B	1 2 3 4 5 6 7 8
FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	2	432, 414C 432/M/Z/L 4416 449 4415/G/H	9 A B C D
FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	4414 415 421, 42B 422 421E	E F H I J
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER INSTRUCTION	5	4413 445 446 4410 4411 4419 4412B 448 4418 412 446C 42A 4415M/N/P/R 4415I, 4415J 4415B/K/L/S CNATRA CNO ALL OTHER MOB/21	K L M N O P R S T U V W X Y Z & \$
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7		

(R)

(R)

(R)

(R)

(R)

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Pers-4128 412J1, 421D 432G, 449A 4411A, 4415S	A8	<p>2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED). THIS INCLUDES ANY TEMPORARY DUTY ENROUTE FROM SCHOOL TO ANOTHER PERMANENT DUTY STATION.</p> <p>3. SUBPARAGRAPHS (1) AND (2), ABOVE, INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART FROM A DEPLOYED SHIP OR MOBILE UNIT.</p>
Pers-4129 412J2, 422A 432U, 421 4415R	A9	
Pers-412N 432Q, 4414A 4415B 4415N	A&	
Pers-00F1 01CONT Pers-4120 432F, 4413X 4415P	A\$	

OFFICER
TRAINING
LAND

28 AUG 1991

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER
ROTATIONAL TRAINING
TO AND FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NTA*	17*1453.2253		NOT TO BE	INSERT	000022	##	TA*/X/X/X
FEB	NTB*	17*1453.2253		INCLUDED ON	APPROPRIATE	000022	##	TB*/X/X/X
MAR	NTC*	17*1453.2253		ORDERS	ALPHA	000022	##	TC*/X/X/X
APR	NTD*	17*1453.2253			CODE	000022	##	TD*/X/X/X
MAY	NTE*	17*1453.2253		TO BE ASSIGNED		000022	##	TE*/X/X/X
JUN	NTF*	17*1453.2253		BY THE	SEE	000022	##	TF*/X/X/X
JUL	NTG*	17*1453.2253		DISBURSING	PAGE	000022	##	TG*/X/X/X
AUG	NTH*	17*1453.2253		OFFICER MAKING	2-84	000022	##	TH*/X/X/X
SEP	NTI*	17*1453.2253		PAYMENT	OF	000022	##	TI*/X/X/X
OCT	NTJ*	17*1453.2253			THIS	000022	##	TJ*/X/X/X
NOV	NTK*	17*1453.2253			GUIDE	000022	##	TK*/X/X/X
DEC	NTL*	17*1453.2253				000022	##	TL*/X/X/X

a/ Month of detachment for this classification is defined to be: The month member is scheduled to be detached from:

1. Last permanent duty station in CONUS/OVERSEAS to proceed to duty under instruction at a school or installation in OVERSEAS/CONUS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as Accession travel.
2. Duty under instruction in CONUS/OVERSEAS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station in OVERSEAS/CONUS. This includes any temporary duty enroute from school to another permanent duty

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate Detailer code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

	1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT			
	DETAILER	C O D E	PIC/MOD		ROTATIONAL TRAINING OVERSEAS		TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E		
					T	#							##	
(R)	Pers-CONT	AB	# IDENTIFIES THE MONTH (page 2-6)				FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	Pers-00F	1	COMPLETION COMBAT ZONE TOUR		A	
	CNATRA, 432E	AC	## IDENTIFIES THE FISCAL YEAR (page 2-6)						41A, 416	2	COMPLETION CONUS SHORE TOUR		B	
	Pers-413D1	A1	1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OVERSEAS TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION OVERSEAS /CONUS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE. THIS MAY INCLUDE TEMPRARY DUTY ENROUTE TO SCHOOL. WHEN THE SCHOOL IS THE MEMBER'S FIRST PERMANENT DUTY STATION, THE MOVE IS CLASSIFIED AS AN ACCESSION TRAVEL.				FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	2	43A	3	COMPLETION CONUS SEA TOUR		C	
(R)	4121, 41A1								431	4	COMPLETION OVERSEAS SHORE TOUR		D	
(R)	42A1, 432H						A2	FROM PERMANENT DUTY UNDER CONSTRUCTION TO A PERMANENT DUTY STATION OTHER THAN FOR INSTRUCTION	3	410	5	COMPLETION OVERSEAS SEA TOUR		E
(R)	432M1, 433E									411	6	COMPLETION COURSE OF INSTRUCTION		F
	4412B, 4413A	A3	2. MEMBER IS SCHEDULED TO BE DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUC-TION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN OVERSEAS/CONUS. THIS INCLUDES ANY TEMPORARY DUTY ENROUTE TO ANOTHER PERMANENT DUTY STATION.				FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	433, 414A	7	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION			
	4415G, 421E								414B	8	DISCIPLINARY/DISQUALIFIED		H	
	4419A						A4	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER INSTRUCTION	5	432, 414C	9	TO/FROM HOSPITAL		I
	Pers-4122									432/M/Z/L	A	MORALE/HUMANITARIAN		J
(R)	413G1, 43A1	A5	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	6	4416	B		REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED)						
	432I, 432Z				449	C		FILL HIGH PRIORITY BILLET		L				
	4413C, 4415H		A6	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	4415/G/H	D	MEET SCHOOL CONVENING DATE		M				
	4416A, 4419B					441	E	INACTIVATION OF VESSEL/ACTIVITY		N				
	Pers-4123	A7		FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	415	F	IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED						
	431A, 432J					421, 42B	H	NEW CONSTRUCTION/CONVERSION		P				
	432L, 445X		A6	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	422	I	ESTABLISH NEW STATION/ACTIVITY		Q				
	448A, 4415I					421E	J	ESTABLISH NEW PROGRAM/PROJECT		R				
	413D2, 42B	A7		FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	4410	N	CHANGE IN DESIGNATOR		S				
	4419C					4411	O	HIGHER AUTHORITY DIRECTS		T				
	Pers-410A		A8	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	4419	P	CHANGE HOMEPORT/ACTIVITY RELOCATED		X				
	4124, 412D1					4412B	R	TRAINING OTHER THAN AT SCHOOL		Y				
	432K, 445B	A9		FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	448	S	COMMAND OPPORTUNITY		Z				
	448C, 4413E					4418	T							
	4415J, 4419D		A8	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	412	U							
	Pers-411A					446C	V							
	4125, 421A	A9		FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	42A	W							
	412D2, 432N					4415M/N/P/R	X							
	4415K, 410B		A9	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	4415I, 4415J	Y							
	4418					4415B/K/L/S	Z							
	Pers-4126	A9		FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	CNATRA	#							
	421B, 432P					CNO	&							
	446B, 4415L		A9	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7	ALL OTHER								
	Pers-4127					MOB/21	\$							
	412J, 421C	A9		FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7									
	422B, 432S													
	446C1, 4410A		A9	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER FOR INSTRUCTION	7									
	4415M													

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Pers-4128	
412J1, 421D 432G, 449A 4411A, 4415S	A8
Pers-4129 412J2, 422A 432U, 421 4415R	A9
Pers-412N 432Q, 4414A 4415B 4415N	A&
Pers-00F1 01CONT Pers-4120 432F, 4413X 4415P	A\$

OFFICER
ROTATIONAL TRAINING
TO AND FROM OVERSEAS

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PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER
OPERATIONAL (GENERAL)
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	N4A*	17*1453.2252		NOT TO BE		INSERT	000022	##	4A*/X/X/X	4A* THESE COST CODES
FEB	N4B*	17*1453.2252		INCLUDED ON		APPROPRIATE	000022	##	4B*/X/X/X	4B* MUST ALWAYS CON-
MAR	N4C*	17*1453.2252		ORDERS		ALPHA	000022	##	4C*/X/X/X	4C* TAIN EXACTLY 12
APR	N4D*	17*1453.2253				CODE	000022	##	4D*/X/X/X	4D* CHARACTERS. IT IS
MAY	N4E*	17*1453.2253		TO BE ASSIGNED			000022	##	4E*/X/X/X	4E* DEVELOPED BY CITING
JUN	N4F*	17*1453.2252		BY THE		SEE	000022	##	4F*/X/X/X	4F* THE THREE CHARACTERS
JUL	N4G*	17*1453.2252		DISBURSING		PAGE	000022	##	4G*/X/X/X	4G* SHOWN PLUS
AUG	N4H*	17*1453.2252		OFFICER MAKING		2-84	000022	##	4H*/X/X/X	4H* MEMBER'S
SEP	N4I*	17*1453.2252		PAYMENT		OF	000022	##	4I*/X/X/X	4I* COMPLETE
OCT	N4J*	17*1453.2252				THIS	000022	##	4J*/X/X/X	4J* SOCIAL
NOV	N4K*	17*1453.2252				GUIDE	000022	##	4K*/X/X/X	4K* SECURITY
DEC	N4L*	17*1453.2252					000022	##	4L*/X/X/X	4L* NUMBER

a/ Month of detachment for this classification is defined to be: The month member is scheduled to be detached from:

1. Last permanent duty station to another permanent duty station when the move is made within CONUS and within OVERSEAS.
2. Last permanent duty station to temporary duty enroute to another permanent duty station when the move is made within CONUS and within OVERSEAS. In case of initial assignment of a homeport of a ship or ship-based staff, the date of detachment is the effective date shown in the Chief of Naval Operations (CNO) directive.
3. Subparagraphs 1 and 2, above, include travel as required to join or depart from a deployed ship or mobile unit.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate Detailer code from first element of the CIC on following page.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER	CODE	PIC/MOD		OPERATIONAL LAND		TYPE OF ASSIGNMENT	CODE	ASSIGNMENT	CODE	REASON FOR TRAVEL	CODE
Pers-CONT	AB	# IDENTIFIES THE MONTH (page 2-6)		4	#	FROM A PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION	1	Pers-00F	1	COMPLETION COMBAT ZONE TOUR	A
CNATRA, 432E	AC	## IDENTIFIES THE FISCAL YEAR (page 2-6)						41A, 41A1	2	41A, 416	2
Pers-413D1	A1	1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS AND WITHIN OVERSEAS.	42A1, 432H	432M1, 433E	4412B, 4413A	FROM PERMANENT DUTY STATION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION.	2	43A	3	COMPLETION CONUS SEA TOUR	C
4121, 41A1								431	4	COMPLETION OVERSEAS SHORE TOUR	D
42A1, 432H								410	5	COMPLETION OVERSEAS SEA TOUR	E
432M1, 433E								411	6	COMPLETION COURSE OF INSTRUCTION	F
4412B, 4413A								433, 414A	7	DROPPED FROM PRESCRIBED COURSE	G
4415G, 421E	414B	8	OF INSTRUCTION								
4419A	A2	2. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO TEMPORARY DUTY ENROUTE TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS AND WITHIN OVERSEAS.	4419A	413G1, 43A1	432I, 432Z	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	3	432, 414C	9	DISCIPLINARY/DISQUALIFIED	H
Pers-4122								432/M/Z/L	A	TO/FROM HOSPITAL	I
413G1, 43A1								4416	B	MORALE/HUMANITARIAN	J
432I, 432Z								449	C	REORGANIZATION (BILLET ADDED/	K
4413C, 4415H								4415/G/H	D	REQUIREMENTS REVISED)	
4416A, 4419B	A3	3. SUBPARAGRAPHS 1 AND 2 ABOVE INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART FROM A DEPLOYED SHIP OR MOBILE UNIT.	4416A, 4419B	413D2, 42B	4419C	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A DUTY UNDER INSTRUCTION	4	414	E	FILL HIGH PRIORITY BILLET	L
Pers-4123								415	F	MEET SCHOOL CONVENING DATE	M
431A, 432J								421, 42B	H	INACTIVATION OF VESSEL/ACTIVITY	N
432L, 445X								422	I	IN EXCESS/REORGANIZATION/BILLET	O
448A, 4415I								421E	J	DELETED/REQUIREMENTS REVISED	
413D2, 42B	A4	4. IN CASE OF INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF, THE FOURTH CHARACTER OF THE CIC IS DETERMINED BY THE EFFECTIVE DATA SHOWN IN THE CNO DIRECTIVE.	4419C	412D2, 432N	4415K, 410B	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A DUTY UNDER INSTRUCTION	5	4413	K	NEW CONSTRUCTION/CONVERSION	P
Pers-410A								445	L	ESTABLISH NEW STATION/ACTIVITY	Q
4124, 412D1								446	M	ESTABLISH NEW PROGRAM/PROJECT	R
432K, 445B								4410	N	CHANGE IN DESIGNATOR	S
448C, 4413E								4411	O	HIGHER AUTHORITY DIRECTS	T
4415J, 4419D	A5	5. IN CASE OF INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF, THE FOURTH CHARACTER OF THE CIC IS DETERMINED BY THE EFFECTIVE DATA SHOWN IN THE CNO DIRECTIVE.	4415J, 4419D	4125, 421A	4418	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A DUTY UNDER INSTRUCTION	6	4412B	R	TRAINING OTHER THAN AT SCHOOL	Y
Pers-411A								448	S	COMMAND OPPORTUNITY	Z
4125, 421A								4418	T		
412D2, 432N								412	U		
4415K, 410B								446C	V		
4418	A6	6. IN CASE OF INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF, THE FOURTH CHARACTER OF THE CIC IS DETERMINED BY THE EFFECTIVE DATA SHOWN IN THE CNO DIRECTIVE.	4418	4125, 421A	4415K, 410B	FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A DUTY UNDER INSTRUCTION	7	42A	W		
Pers-4126								4415M/N/P/R	X		
421B, 432P								4415I, 4415J	Y		
446B, 4415L								4415B/K/L/S	Z		
Pers-4127								CNATRA	#		
412J, 421C	CNO	&									
422B, 432S	ALL OTHER										
446C1, 4410A	MOB/21	\$									
4415M											

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Pers-4128	
412J1, 421D 432G, 449A 4411A, 4415S	A8
Pers-4129 412J2, 422A 432U, 421 4415R	A9
Pers-412N 432Q, 4414A 4415B 4415N	A&
Pers-00F1 01CONT Pers-4120 432F, 4413X 4415P	A\$

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When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS										
	(1)		(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES	
JAN	NUA*	17*1453.2253		NOT TO BE		INSERT	000022	##	UA*/X/X/X		UA* THESE COST CODES
FEB	NUB*	17*1453.2253		INCLUDED ON		APPROPRIATE	000022	##	UB*/X/X/X		UB* MUST ALWAYS CON-
MAR	NUC*	17*1453.2253		ORDERS		ALPHA	000022	##	UC*/X/X/X		UC* TAIN EXACTLY 12
APR	NUD*	17*1453.2253				CODE	000022	##	UD*/X/X/X		UD* CHARACTERS. IT IS
MAY	NUE*	17*1453.2253		TO BE ASSIGNED			000022	##	UE*/X/X/X		UE* DEVELOPED BY CITING
JUN	NUF*	17*1453.2253		BY THE		SEE	000022	##	UF*/X/X/X		UF* THE THREE CHARACTERS
JUL	NUG*	17*1453.2253		DISBURSING		PAGE	000022	##	UG*/X/X/X		UG* SHOWN PLUS
AUG	NUH*	17*1453.2253		OFFICER		2-84	000022	##	UH*/X/X/X		UH* MEMBER'S
SEP	NUI*	17*1453.2253		MAKING PAYMENT		OF	000022	##	UI*/X/X/X		UI* COMPLETE
OCT	NUJ*	17*1453.2253				THIS	000022	##	UJ*/X/X/X		UJ* SOCIAL
NOV	NUK*	17*1453.2253				GUIDE	000022	##	UK*/X/X/X		UK* SECURITY
DEC	NUL*	17*1453.2253					000022	##	UL*/X/X/X		UL* NUMBER

a/ Month of detachment for this classification is defined to be: The month member is scheduled to be detached from:

1. Last permanent duty station to another permanent duty station when the move is made to and from overseas.
2. Last permanent duty station to temporary duty enroute to another permanent duty station when the move is made to and from overseas.
3. In case of initial assignment of a homeport of a ship or ship-based staff, the date of detachment is the effective date shown in the CNO directive.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate Detailer code from first element of the CIC on following page.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER		PIC/MOD				TYPE OF ASSIGNMENT		ASSIGNMENT		REASON FOR TRAVEL	
	C O D E						C O D E		C O D E		C O D E
	Pers-CONT	AB	# IDENTIFIES THE MONTH (page 2-6)					Pers-00F	1	COMPLETION COMBAT ZONE TOUR	A
R)	CNATRA, 432E	AC	## IDENTIFIES THE FISCAL YEAR (page 2-6)					41A, 416	2	COMPLETION CONUS SHORE TOUR	B
	Pers-413D1							43A	3	COMPLETION CONUS SEA TOUR	C
	4121, 41A1						1	431	4	COMPLETION OVERSEAS SHORE TOUR	D
	42A1, 432H							410	5	COMPLETION OVERSEAS SEA TOUR	E
R)	432M1, 433E							411	6	COMPLETION COURSE OF INSTRUCTION	F
R)	4412B, 4413A							433, 414A	7	DROPPED FROM PRESCRIBED COURSE	
R)	4415G, 421E							414B	8	OF INSTRUCTION	G
R)	4419A	A1					2	432, 414C	9	DISCIPLINARY/DISQUALIFIED	H
	Pers-4122							432/M/Z/L	A	TO/FROM HOSPITAL	I
	413G1, 43A1							4416	B	MORALE/HUMANITARIAN	J
	432I, 432Z							449	C	REORGANIZATION (BILLET ADDED/	
	4413C, 4415H							4415/G/H	D	REQUIREMENTS REVISED)	K
	4416A, 4419B	A2						4414	E	FILL HIGH PRIORITY BILLET	L
R)	Pers-4123						3	415	F	MEET SCHOOL CONVENING DATE	M
	431A, 432J							421, 42B	H	INACTIVATION OF VESSEL/ACTIVITY	N
	432L, 445X							422	I	IN EXCESS/REORGANIZATION/BILLET	
	448A, 4415I							421E	J	DELETED/REQUIREMENTS REVISED	O
	413D2, 42B							4413	K	NEW CONSTRUCTION/CONVERSION	P
	4419C	A3					4	445	L	ESTABLISH NEW STATION/ACTIVITY	Q
	Pers-410A							446	M	ESTABLISH NEW PROGRAM/PROJECT	R
	4124, 412D1							4410	N	CHANGE IN DESIGNATOR	S
	432K, 445B							4411	O	HIGHER AUTHORITY DIRECTS	T
	448C, 4413E							4419	P	CHANGE HOMEPORT/ACTIVITY	X
	4415J, 4419D	A4						4412B	R	RELOCATED	Y
	Pers-411A						5	448	S	TRAINING OTHER THAN AT SCHOOL	Z
	4125, 421A							4418	T	COMMAND OPPORTUNITY	
	412D2, 432N							412	U		
	4415K, 410B							446C	V		
	4418	A5						42A	W		
	Pers-4126							4415M/N/P/R	X		
	421B, 432P							4415I, 4415J	Y		
	446B, 4415L	A6						4415B/K/L/S	Z		
	Pers-4127							CNATRA	#		
	412J, 421C							CNO	&		
	422B, 432S							ALL OTHER			
	446C1, 4410A							MOB/21	\$		
	4415M	A7									

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 ROTATIONAL (GENERAL)
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Pers-4128	
412J1, 421D 432G, 449A 4411A, 4415S	A8
Pers-4129 412J2, 422A 432U, 421 4415R	A9
Pers-412N 432Q, 4414A 4415B 4415N	A&
Pers-00F1 01CONT Pers-4120 432F, 4413X 4415P	A\$

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When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE		COST CODES
JAN	N5A*	17*1453.2254		NOT TO BE	INSERT	000022	##	5A*/X/X/X	5A* THESE COST CODES
FEB	N5B*	17*1453.2254		INCLUDED ON	APPROPRIATE	000022	##	5B*/X/X/X	5B* MUST ALWAYS CON-
MAR	N5C*	17*1453.2254		ORDERS	ALPHA	000022	##	5C*/X/X/X	5C* TAIN EXACTLY 12
APR	N5D*	17*1453.2254			CODE	000022	##	5D*/X/X/X	5D* CHARACTERS. IT IS
MAY	N5E*	17*1453.2254		TO BE ASSIGNED		000022	##	5E*/X/X/X	5E* DEVELOPED BY CITING
JUN	N5F*	17*1453.2254		BY THE	SEE	000022	##	5F*/X/X/X	5F* THE THREE CHARACTERS
JUL	N5G*	17*1453.2254		DISBURSING	PAGE	000022	##	5G*/X/X/X	5G* SHOWN PLUS
AUG	N5H*	17*1453.2254		OFFICER MAKING	2-84	000022	##	5H*/X/X/X	5H* MEMBER'S
SEP	N5I*	17*1453.2254		PAYMENT	OF	000022	##	5I*/X/X/X	5I* COMPLETE
OCT	N5J*	17*1453.2254			THIS	000022	##	5J*/X/X/X	5J* SOCIAL
NOV	N5K*	17*1453.2254			GUIDE	000022	##	5K*/X/X/X	5K* SECURITY
DEC	N5L*	17*1453.2254				000022	##	5L*/X/X/X	5L* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to commence travel from last permanent duty station (regardless of location) to:

1. Home of record.
2. Place of entry into service.
3. Home of selection.

NOTE: In case of a deceased member, the scheduled date of detachment will be when dependents commence travel and/or ship personal property. (Refer to JFTR, VOL 1 - Chapter 5, Parts C, D, E, and F.)

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

Insert appropriate OPTAR Manager code from first element of the CIC on following page.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C	PIC/MOD				TYPE OF ASSIGNMENT	C	ASSIGNMENT	C	REASON FOR TRAVEL	C
	O	SEPARATION LAND	5	#	##		O		O		O
	D						D		D		D
	E						E		E		E
Pers-712	AE	#	IDENTIFIES THE			FROM LAST PERMANENT	Pers-00F	1	DISCHARGE OTHER THAN HONORABLE	H	
Pers-712	AA	##	MONTH (page 2-6)			DUTY STATION TO	41A, 416	2	EARLY RELEASE	U	
(1) OPTAR CODE		#			HOME	1	43A	3	RETIREMENT	V	
"A" FOR USE ONLY		FISCAL YEAR			FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME		431	4	RELEASE FROM ACTIVE DUTY/ RESIGNATION	W	
IN CASE INVOL-		(page 2-6)					410	5	MOVEMENT OF DEPENDENTS AND SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7	
VING MOVEMENT		1. MEMBER IS SCHEDULED					411	6			
OF DEPENDENTS		TO BE DETACHED					433, 414A	7			
AND SHIPMENT OF		FROM LAST PERMANENT					414B	8			
PERSONAL PROP-		DUTY STATION					432, 414C	9			
ERTY OF A MEMBER		(REGARDLESS OF LOCATION)					432/M/Z/L	A			
WHO IS DECEASED.		TO:			HOME	2	4416	B	(R)	(R)	
		a. HOME OF RECORD			FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSES (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO TEMPORARY DUTY AWAITING SEPARATION		449	C			
							4415/G/H	D			
							4414	E			
							415	F			
							421, 42B	H			
							422	I			
							421E	J			
							4413	K			
					3	445	L				
					FROM A PERMANENT DUTY STATION TO TEMPORARY DUTY AWAITING SEPARATION		446	M			
							4410	N			
							4411	O			
					4	4419	P				
					FROM TEMPORARY DUTY AWAITING SEPARATION TO HOME		4412B	R			
							448	S			
							4418	T			
							412	U			
							446C	V			
							42A	W			
							4415M/N/P/R	X			
							4415I, 4415J	Y			
							4415B/K/L/S	Z			
							CNATRA	#			
							CNO	&			
							ALL OTHER MOB/21	\$			

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When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	NVA*	17*1453.2254		NOT TO BE	INSERT	000022	##	VA*/X/X/X
FEB	NVB*	17*1453.2254		INCLUDED ON	APPROPRIATE	000022	##	VB*/X/X/X
MAR	NVC*	17*1453.2254		ORDERS	ALPHA	000022	##	VC*/X/X/X
APR	NVD*	17*1453.2254			CODE	000022	##	VD*/X/X/X
MAY	NVE*	17*1453.2254		TO BE ASSIGNED		000022	##	VE*/X/X/X
JUN	NVF*	17*1453.2254		BY THE	SEE	000022	##	VF*/X/X/X
JUL	NVG*	17*1453.2254		DISBURSING	PAGE	000022	##	VG*/X/X/X
AUG	NVH*	17*1453.2254		OFFICER MAKING	2-84	000022	##	VH*/X/X/X
SEP	NVI*	17*1453.2254		PAYMENT	OF	000022	##	VI*/X/X/X
OCT	NVJ*	17*1453.2254			THIS	000022	##	VJ*/X/X/X
NOV	NVK*	17*1453.2254			GUIDE	000022	##	VK*/X/X/X
DEC	NVL*	17*1453.2254				000022	##	VL*/X/X/X

a/ Month of detachment for this classification is defined to be: The month member is scheduled to commence travel from last permanent duty station (regardless of location) to:

1. Home of record.
2. Place of entry into service.
3. Home of selection.

NOTE: In case of a deceased member, the scheduled date of detachment will be when dependents commence travel and/or ship personal property. (Refer to JFTR, VOL 1 - Chapter 5, Parts C, D, E, and F.)

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

Insert appropriate OPTAR Manager code from first element of the CIC on following page.

28 AUG 1991

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT						
OPTAR MANAGER	CODE	PIC/MOD				TYPE OF ASSIGNMENT	CODE	ASSIGNMENT	CODE	REASON FOR TRAVEL	CODE					
		SEPARATION OVERSEAS	V	#	##											
Pers-712	AE	#	IDENTIFIES THE MONTH (page 2-6)			FROM LAST PERMANENT DUTY STATION TO HOME		Pers-00F	1	DISCHARGE OTHER THAN HONORABLE	H					
Pers-712	AA	##	IDENTIFIES THE FISCAL YEAR (page 2-6)				1	41A, 416	2	EARLY RELEASE	U	(R)				
(1) OPTAR CODE "A" FOR USE ONLY IN CASE INVOL- VING MOVEMENT OF DENPENDENTS AND SHIPMENT OF PERSONAL PROP- ERTY OF A MEMBER WHO IS DECEASED.		1.	MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION (REGARDLESS OF LOCATION) TO:			FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME	2	43A	3	RETIREMENT	V					
		a.	HOME OF RECORD			FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSES (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO TEMPORARY DUTY AWAITING SEPARATION	3	431	4	RELEASE FROM ACTIVE DUTY/ RESIGNATION	W	(R)				
		b.	PLACE OF ENTRY INTO SERVICE					410	5					(R)		
		c.	DEPENDENTS COMMENCE TRAVEL, AND/OR SHIPMENT OF PERSONAL PROPERTY OF MEMBER WHO IS DECEASED.					411	6	MOVEMENT OF DEPENDENTS AND				(R)		
								433, 414A	7	SHIPMENT OF PERSONAL PROPERTY OF						
								414B	8	A MEMBER WHO IS DECEASED	7					
						432, 414C	9									
						432/M/Z/L	A									
						4416	B									
						449	C									
						415/G/H	D									
						4414	E									
						415	F					(R)				
						421, 42B	H									
						422	I									
						421E	J									
						4413	K									
						445	L									
						446	M									
						4410	N									
						4411	O									
						4419	P									
						4412B	R									
						448	S									
						4418	T									
						412	U									
						446C	V									
						42A	W									
						4415M/N/P/R	X									
						4415I, 4415J	Y									
						4415B/K/L/S	Z									
						CNATRA	#									
						CNO	&									
						ALL OTHER MOB/21	\$									

OFFICER
SEPARATION
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER
ORGANIZED UNITS
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1) (2)		(3) (4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- SUB- PRIATION HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE		COST CODES
JAN	N6A*	17*1453.2255	NOT TO BE	INSERT	000022	AF	6A*/1/&/X	6A* THESE COST CODES
FEB	N6B*	17*1453.2255	INCLUDED ON	APPROPRIATE	000022	AF	6B*/1/&/X	6B* MUST ALWAYS CON-
MAR	N6C*	17*1453.2255	ORDERS	ALPHA	000022	AF	6C*/1/&/X	6C* TAIN EXACTLY 12
APR	N6D*	17*1453.2255		CODE	000022	AF	6D*/1/&/X	6D* CHARACTERS. IT IS
MAY	N6E*	17*1453.2255	TO BE ASSIGNED		000022	AF	6E*/1/&/X	6E* DEVELOPED BY CITING
JUN	N6F*	17*1453.2255	BY THE	SEE	000022	AF	6F*/1/&/X	6F* THE THREE CHARACTERS
JUL	N6G*	17*1453.2255	DISBURSING	PAGE	000022	AF	6G*/1/&/X	6G* SHOWN PLUS
AUG	N6H*	17*1453.2255	OFFICER MAKING	2-84	000022	AF	6H*/1/&/X	6H* MEMBER'S
SEP	N6I*	17*1453.2255	PAYMENT	OF	000022	AF	6I*/1/&/X	6I* COMPLETE
OCT	N6J*	17*1453.2255		THIS	000022	AF	6J*/1/&/X	6J* SOCIAL
NOV	N6K*	17*1453.2255		GUIDE	000022	AF	6K*/1/&/X	6K* SECURITY
DEC	N6L*	17*1453.2255			000022	AF	6L*/1/&/X	6L* NUMBER

a/ Month of detachment for this classification is defined to be: The effective date of change as shown in the CNO directive ordering:

1. Change of homeport or ship-based staff.
2. Change of permanent station of the mobile unit, or the effective date of change as shown in the Secretary of the Navy (SECNAV) or CNO directive ordering relocation of a shore-based activity.

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C	PIC/MOD				TYPE OF ASSIGNMENT	C	ASSIGNMENT	C	REASON FOR TRAVEL	C
	O	ORGANIZED UNITS LAND	6	#	##		O		O		
	D						D		D		
Pers-712	E					E		E		E	
AF		#	IDENTIFIES THE MONTH (page 2-6)			FROM LAST PERMANENT DUTY STATION		CNO/SECNAV	&	CHANGE HOMEPORT/ACTIVITY RELOCATED	X
		##	IDENTIFIES THE FISCAL YEAR (page 2-6)			LOCATION TO NEW PERMANENT DUTY STATION LOCATION	1				

1. FOR THE MONTH AND FISCAL YEAR, THE EFFECTIVE DATE OF CHANGE SHOWN IN THE CNO DIRECTIVE ORDERING:
- a. A CHANGE OF HOMEPORT SHIPBASED STAFF
- b. A CHANGE OF PERMANENT STATION OF A MOBILE UNIT, OR THE EFFECTIVE DATE OF CHANGE AS SHOWN IN THE SECNAV OR CNO DIRECTIVE ORDERING RELOCATION OF A SHOREBASED ACTIVITY.

OFFICER
ORGANIZED UNITS
LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER
ORGANIZED UNITS
TO AND FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1) (2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NWA*	17*1453.2255		NOT TO BE	INSERT	000022	AF	WA*/1/&/X	WA* THESE COST CODES
FEB	NWB*	17*1453.2255		INCLUDED ON	APPROPRIATE	000022	AF	WB*/1/&/X	WB* MUST ALWAYS CON-
MAR	NWC*	17*1453.2255		ORDERS	ALPHA	000022	AF	WC*/1/&/X	WC* TAIN EXACTLY 12
APR	NWD*	17*1453.2255			CODE	000022	AF	WD*/1/&/X	WD* CHARACTERS. IT IS
MAY	NWE*	17*1453.2255		TO BE ASSIGNED		000022	AF	WE*/1/&/X	WE* DEVELOPED BY CITING
JUN	NWF*	17*1453.2255		BY THE	SEE	000022	AF	WF*/1/&/X	WF* THE THREE CHARACTERS
JUL	NWG*	17*1453.2255		DISBURSING	PAGE	000022	AF	WG*/1/&/X	WG* SHOWN PLUS
AUG	NWH*	17*1453.2255		OFFICER MAKING	2-84	000022	AF	WH*/1/&/X	WH* MEMBER'S
SEP	NWI*	17*1453.2255		PAYMENT	OF	000022	AF	WI*/1/&/X	WI* COMPLETE
OCT	NWJ*	17*1453.2255			THIS	000022	AF	WJ*/1/&/X	WJ* SOCIAL
NOV	NWK*	17*1453.2255			GUIDE	000022	AF	WK*/1/&/X	WK* SECURITY
DEC	NWL*	17*1453.2255				000022	AF	WL*/1/&/X	WL* NUMBER

a/ Month of detachment for this classification is defined to be: The effective date of change as shown in the CNO directive ordering:

1. Change of homeport or ship-based staff.
2. Change of permanent station of the mobile unit, or the effective date of change as shown in the SECNAV or CNO directive ordering relocation of a shore-based activity.

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C	PIC/MOD				TYPE OF ASSIGNMENT	C	ASSIGNMENT	C	REASON FOR TRAVEL	C
	O	ORGANIZED UNITS OVERSEAS		#	##		O		O		O
	D						D		D		
	E						E		E		
Pers-712	AF	#	IDENTIFIES THE MONTH (page 2-6)			FROM LAST PERMANENT DUTY STATION		CNO/SECNAV	&	CHANGE HOMEPORT/ACTIVITY RELOCATED	X
		##	IDENTIFIES THE FISCAL YEAR (page 2-6)			LOCATION TO NEW PERMANENT DUTY STATION LOCATION	1				

1. FOR THE MONTH AND FISCAL
YEAR, THE EFFECTIVE DATE OF
CHANGE SHOWN IN THE CNO
DIRECTIVE ORDERING:

- a. A CHANGE OF HOMEPORT OR
SHIPBASED STAFF
- b. A CHANGE OF PERMANENT
STATION OF A MOBILE
UNIT, OR THE EFFECTIVE
DATE OF CHANGE AS SHOWN
IN THE SECNAV OR CNO
DIRECTIVE ORDERING
RELOCATION OF A
SHOREBASED ACTIVITY.

OFFICER
ORGANIZED UNITS
TO AND FROM OVERSEAS

BUPERSINST 7040.6
28 AUG 1991

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER OPERATIONAL
(MISCELLANEOUS TRAVEL
LAND

(NOT TO BE USED FOR MEMBER'S TRAVEL)

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1) (2)		(3) (4)		(5)	(6)	(7) (8)		(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NXA*	17*1453.2252		NOT TO BE	INSERT	000022	AA	X THE 2ND	XA* THESE COST CODES
FEB	NXB*	17*1453.2252		INCLUDED ON	APPROPRIATE	000022	AA	X (TWO CHARAC-	XB* MUST ALWAYS CON-
MAR	NXC*	17*1453.2252		ORDERS	ALPHA	000022	AA	X TERS) 3RD	XC* TAIN EXACTLY 12
APR	NXD*	17*1453.2252			CODE	000022	AA	X 4TH, & 5TH	XD* CHARACTERS. IT IS
MAY	NXE*	17*1453.2252		TO BE ASSIGNED		000022	AA	X ELEMENTS OF	XE* DEVELOPED BY CITING
JUN	NXF*	17*1453.2252		BY THE	SEE	000022	AA	X THE CIC MUST	XF* THE THREE CHARACTERS
JUL	NXG*	17*1453.2252		DISBURSING	PAGE	000022	AA	X CONTAIN THE	XG* SHOWN PLUS
AUG	NXH*	17*1453.2252		OFFICER MAKING	2-84	000022	AA	X FULL UNIT	XH* MEMBER'S
SEP	NXI*	17*1453.2252		PAYMENT	OF	000022	AA	X IDENTIFICA-	XI* COMPLETE
OCT	NXJ*	17*1453.2252			THIS	000022	AA	X TION CODE	XJ* SOCIAL
NOV	NXK*	17*1453.2252			GUIDE	000022	AA	X (UIC) OF THE	XK* SECURITY
DEC	NXL*	17*1453.2252				000022	AA	X MBR'S UNIT	XL* NUMBER

a/ Scheduled month of detachment for this classification is defined to be: The month dependents commence travel and/or shipment of personal property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		OPERATIONAL MISCELLANEOUS LAND	X	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR MANAGER	C O D E			
Pers-712	AA			

CIC EXAMPLE: AA X 00171
|
UNIT IDENTIFICATION CODE OF
HEADQUARTERS NDW, WASHINGTON, D.C.

NOT TO BE USED FOR MEMBER'S TRAVEL
(See Chapter III - Section III of this guide)

OFFICER OPERATIONAL
(MISCELLANEOUS TRAVEL)
LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER
(MISCELLANEOUS TRAVEL)
TO AND FROM OVERSEAS

(NOT TO BE USED FOR MEMBER'S TRAVEL)

</

a/ Scheduled month of detachment for this classification is defined to be: The month dependents commence travel and/or shipment of personnel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		ROTATIONAL	Q	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR MANAGER	C O D E	MISCELLANEOUS TO & FROM O/S		
Pers-712	AA			

CIC EXAMPLE: AA Q 00651

UNIT IDENTIFICATION CODE OF
NSD SUBIC BAY, PHILIPPINES

NOT TO BE USED FOR MEMBER'S TRAVEL
(See Chapter III - Section III of this guide)

OFFICER ROTATIONAL
(MISCELLANEOUS TRAVEL)
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

OFFICER ROTATIONAL
(EVACUATION TRAVEL)
TO AND FROM OVERSEAS

(NOT TO BE USED FOR MEMBER'S TRAVEL)

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	N7A*	17*1453.2253		NOT TO BE	INSERT	000022	AA 7 THE 2ND	7A* THESE COST CODES
FEB	N7B*	17*1453.2253		INCLUDED ON	APPROPRIATE	000022	AA 7 (TWO CHARAC-	7B* MUST ALWAYS CON-
MAR	N7C*	17*1453.2253		ORDERS	ALPHA	000022	AA 7 TERS) 3RD,	7C* TAIN EXACTLY 12
APR	N7D*	17*1453.2253			CODE	000022	AA 7 4TH, & 5TH	7D* CHARACTERS. IT IS
MAY	N7E*	17*1453.2253		TO BE ASSIGNED		000022	AA 7 ELEMENTS OF	7E* DEVELOPED BY CITING
JUN	N7F*	17*1453.2253		BY THE	SEE	000022	AA 7 THE CIC MUST	7F* THE THREE CHARACTERS
JUL	N7G*	17*1453.2253		DISBURSING	PAGE	000022	AA 7 CONTAIN THE	7G* SHOWN PLUS
AUG	N7H*	17*1453.2253		OFFICER MAKING	2-84	000022	AA 7 FULL UNIT	7H* MEMBER'S
SEP	N7I*	17*1453.2253		PAYMENT	OF	000022	AA 7 IDENTIFICA-	7I* COMPLETE
OCT	N7J*	17*1453.2253			THIS	000022	AA 7 TION CODE	7J* SOCIAL
NOV	N7K*	17*1453.2253			GUIDE	000022	AA 7 (UIC) OF THE	7K* SECURITY
DEC	N7L*	17*1453.2253				000022	AA 7 MBR'S UNIT	7L* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personnel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		ROTATIONAL	7	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR	C	EVACUATION		
MANAGER	O	OVERSEAS		
	D			
	E			
Pers-712	AA			

CIC EXAMPLE: AA 7 00651

UNIT IDENTIFICATION CODE OF
NSD SUBIC BAY, PHILIPPINES

NOT TO BE USED FOR MEMBER'S TRAVEL
(See Chapter III - Section III of this guide)

OFFICER ROTATIONAL
(EVACUATION TRAVEL)
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

ENLISTED
ACCESSION - RECRUITS
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1) (2)		(3) (4)		(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
								COST CODES c/
JAN	NAA*	17*1453.2250		NOT TO BE	INSERT	000022	AV	AA*/X/X/X
FEB	NAB*	17*1453.2250		INCLUDED ON	APPROPRI-	000022	AV	AB*/X/X/X
MAR	NAC*	17*1453.2250		ORDERS	ATE ALPHA	000022	AV	AC*/X/X/X
APR	NAD*	17*1453.2250			CODE	000022	AV	AD*/X/X/X
MAY	NAE*	17*1453.2250		TO BE ASSIGNED		000022	AV	AE*/X/X/X
JUN	NAF*	17*1453.2250		BY THE	SEE	000022	AV	AF*/X/X/X
JUL	NAG*	17*1453.2250		DISBURSING	PAGE	000022	AV	AG*/X/X/X
AUG	NAH*	17*1453.2250		OFFICER MAKING	2-84	000022	AV	AH*/X/X/X
SEP	NAI*	17*1453.2250		PAYMENT	OF	000022	AV	AI*/X/X/X
OCT	NAJ*	17*1453.2250			THIS	000022	AV	AJ*/X/X/X
NOV	NAK*	17*1453.2250			GUIDE	000022	AV	AK*/X/X/X
DEC	NAL*	17*1453.2250				000022	AV	AL*/X/X/X

a/ Month of detachment for this classification is defined to be:
The month

1. Member (Regular Navy) enlists in the U.S. Navy.
2. Reservists going to recruit training departs from:
 - a. Home
 - b. Place from which ordered to active duty.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

c/ For group travel, cite complete social security number of the "Draft Leader."

* Insert the last character of the applicable fiscal year.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	AUTHORITY	C	REASON FOR TRAVEL	C
MANAGER	O	ACCESSION				ASSIGNMENT	O	DETAILER	O		O
	D	RECRUIT	A	#	##		D		D		D
	E	LAND					E		E		E
Pers-712	AV	# IDENTIFIES THE MONTH (page 2-8)				FROM HOME OR MEPS TO THE NAVAL TRAINING CENTER	1	BUPERS QUOTAS IN NTC, RECRUITING DISTRICTS, COMDT	8	NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
		## IDENTIFIES THE FISCAL YEAR (page 2-9)				FROM RECRUIT TRAINING CENTER TO FIRST PERMANENT DUTY STATION	2	CO'S TRANSFERS BASED UPON		COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
		1. MEMBER (REGULAR NAVY) ENLISTS IN THE U.S. NAVY				FROM RECRUIT TRAINING CENTER TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	BROAD DIRECTIVE	9	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
		2. RESERVISTS GOING TO RECRUIT TRAINING DEPARTS FROM:				FROM RECRUIT TRAINING CENTER TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	NRPC	2	-AVAILABILITY REASONS-	
		a. HOME				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	5	EPMAC	4	OTHER AVAILS	5
		b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	6			DISCIPLINARY AVAILS	H
						FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	7			HOSPITAL AVAILS (TO LIMDU)	I

ENLISTED ACCESSION
RECRUITS
LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

ENLISTED
ACCESSION - RECRUITS
FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS										
	(1)		(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES c/	
JAN	NJA*	17*1453.2250		NOT TO BE		INSERT	000022	AV	JA*/X/X/X		JA* THESE COST CODES
FEB	NJB*	17*1453.2250		INCLUDED ON		APPROPRIATE	000022	AV	JB*/X/X/X		JB* MUST ALWAYS CONTAIN
MAR	NJC*	17*1453.2250		ORDERS		ALPHA	000022	AV	JC*/X/X/X		JC* EXACTLY 12
APR	NJD*	17*1453.2250				CODE	000022	AV	JD*/X/X/X		JD* CHARACTERS. IT IS
MAY	NJE*	17*1453.2250		TO BE ASSIGNED			000022	AV	JE*/X/X/X		JE* DEVELOPED BY CITING
JUN	NJF*	17*1453.2250		BY THE		SEE	000022	AV	JF*/X/X/X		JF* THE THREE CHARACTERS
JUL	NJG*	17*1453.2250		DISBURSING		PAGE	000022	AV	JG*/X/X/X		JG* SHOWN PLUS
AUG	NJH*	17*1453.2250		OFFICER MAKING		2-84	000022	AV	JH*/X/X/X		JH* MEMBER'S
SEP	NJI*	17*1453.2250		PAYMENT		OF	000022	AV	JI*/X/X/X		JI* COMPLETE
OCT	NJJ*	17*1453.2250				THIS	000022	AV	JJ*/X/X/X		JJ* SOCIAL
NOV	NJK*	17*1453.2250				GUIDE	000022	AV	JK*/X/X/X		JK* SECURITY
DEC	NJL*	17*1453.2250					000022	AV	JL*/X/X/X		JL* NUMBER

a/ Month of detachment for this classification is defined to be: The month

1. Member (Regular Navy) enlists in the U.S. Navy.
2. Reservists going to recruit training departs from:
 - a. Home
 - b. Place from which ordered to active duty.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

c/ For group travel, cite complete social security number of the "Draft Leader."

* Insert the last character of the applicable fiscal year.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E	REASON FOR TRAVEL	C O D E	
Pers-712	AV	ACCESSION		J	#	##	FROM HOME OR MEPS TO THE NAVAL TRAINING CENTER	1	BUPERS QUOTAS IN NTC, RECRUITING DISTRICTS, COMDT	8	NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
		RECRUIT OVERSEAS					FROM RECRUIT TRAINING CENTER TO FIRST PERMANENT DUTY STATION	2	CO'S TRANSFERS BASED UPON BROAD DIRECTIVE	9	COMPLETION OF COURSE OF INSTRU- TION (SCHOOL GRADUATES)	F
		# IDENTIFIES THE MONTH (page 2-8)					FROM RECRUIT TRAINING CENTER TO DUTY UNDER INSTRU- TION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURA- TION OF 20 WEEKS OR MORE	3	NRPC	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
		## IDENTIFIES THE FISCAL YEAR (page 2-9)					FROM RECRUIT TRAIN- ING CENTER TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	EPMAC	4	-AVAILABILITY REASONS-	
		1. MEMBER (REGULAR NAVY) ENLISTS IN THE U.S. NAVY					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUC- TION IS OF A CUMU- LATIVE DURATION OF 20 WEEKS OR MORE	5			OTHER AVAILS	5
		2. RESERVISTS GOING TO RECRUIT TRAINING DE- PARTS FROM:					FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	6			DISCIPLINARY AVAILS	H
		a. HOME					FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	7			HOSPITAL AVAILS (TO LIMDU)	I
		b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY										

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RECRUITS
OVERSEAS

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LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NBA*	17*1453.2250		NOT TO BE	INSERT	000022	AV	BA*/X/X/X
FEB	NBB*	17*1453.2250		INCLUDED ON	APPROPRIATE	000022	AV	BB*/X/X/X
MAR	NBC*	17*1453.2250		ORDERS	ALPHA	000022	AV	BC*/X/X/X
APR	NBD*	17*1453.2250			CODE	000022	AV	BD*/X/X/X
MAY	NBE*	17*1453.2250		TO BE ASSIGNED		000022	AV	BE*/X/X/X
JUN	NBF*	17*1453.2250		BY THE	SEE	000022	AV	BF*/X/X/X
JUL	NBG*	17*1453.2250		DISBURSING	PAGE	000022	AV	BG*/X/X/X
AUG	NBH*	17*1453.2250		OFFICER MAKING	2-84	000022	AV	BH*/X/X/X
SEP	NBI*	17*1453.2250		PAYMENT	OF	000022	AV	BI*/X/X/X
OCT	NBJ*	17*1453.2250			THIS	000022	AV	BJ*/X/X/X
NOV	NBK*	17*1453.2250			GUIDE	000022	AV	BK*/X/X/X
DEC	NBL*	17*1453.2250				000022	AV	BL*/X/X/X

a/ Month of detachment for this classification is defined to be:
The month

1. Member (Regular Navy - other than recruit) enlists or reenlists in the U.S. Navy.
2. Reservists (other than recruit) departs from:
 - a. Home
 - b. Place from which ordered to active duty.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E	REASON FOR TRAVEL	C O D E
Pers-712	AV	ACCESSION OTHER THAN RECRUITS LAND	B	#	##	FROM HOME OR MEPS TO PERMANENT DUTY STATION		BUPERS QUOTAS IN NTC, RECRUITING DISTRICTS, COMDT		NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
(1) A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERMAN) WILL INDICATE "AV."		# IDENTIFIES THE MONTH (page 2-8)				FROM HOME OR MEPS TO DUTY UNDER IN- STRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	2	CO'S TRANSFERS BASED UPON BROAD DIREC- TIVE	8	COMPLETION OF COURSE OF INSTRU- TION (SCHOOL GRADUATES)	F
		## IDENTIFIES THE FISCAL YEAR (page 2-9)				FROM HOME OR MEPS TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3	NRPC	2	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
		1. MEMBER (REGULAR NAVY OTHER THAN RE- CRUITS) ENLISTS OR REENLISTS IN THE U.S. NAVY.				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER IN- STRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF IN- STRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	4			-AVAILABILITY REASONS-	
		2. RESERVIST (OTHER THAN RECRUITS) DEPARTS				UNDER INSTRUCTION FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	5			OTHER AVAILS	5
		a. HOME								DISCIPLINARY AVAILS	H
		b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY								HOSPITAL AVAILS (TO LIMDU)	I
										DRUG AND ALCOHOL REHAB CENTER AVAILS	9

ENLISTED ACCESSION
OTHER THAN RECRUITS
LAND

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ENLISTED ACCESSION
OTHER THAN RECRUITS
FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE PAA b/ (OPTAR) ID CODE CUSTOMER
JAN	NKA*	17*1453.2250		NOT TO BE		INSERT	000022	AV KA*/X/X/X
FEB	NKB*	17*1453.2250		INCLUDED ON		APPROPRIATE	000022	AV KB*/X/X/X
MAR	NKC*	17*1453.2250		ORDERS		ALPHA	000022	AV KC*/X/X/X
APR	NKD*	17*1453.2250				CODE	000022	AV KD*/X/X/X
MAY	NKE*	17*1453.2250		TO BE ASSIGNED			000022	AV KE*/X/X/X
JUN	NKF*	17*1453.2250		BY THE		SEE	000022	AV KF*/X/X/X
JUL	NKG*	17*1453.2250		DISBURSING		PAGE	000022	AV KG*/X/X/X
AUG	NKH*	17*1453.2250		OFFICER MAKING		2-84	000022	AV KH*/X/X/X
SEP	NKI*	17*1453.2250		PAYMENT		OF	000022	AV KI*/X/X/X
OCT	NKJ*	17*1453.2250				THIS	000022	AV KJ*/X/X/X
NOV	NKK*	17*1453.2250				GUIDE	000022	AV KK*/X/X/X
DEC	NKL*	17*1453.2250					000022	AV KL*/X/X/X

a/ Month of detachment for this classification is defined to be: The month

1. Member (Regular Navy - other than recruit) enlists or reenlists in the U.S. Navy.
2. Reservists (other than recruit) departs from:
 - a. Home
 - b. Place from which ordered to active duty.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR	C
MANAGER	O
	D
	E
Pers-712	AV

(1) A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERMAN) WILL INDICATE "AV."

2ND ELEMENT				
PIC/MOD				
ACCESSION				
OTHER THAN	K	#	##	
RECRUITS O/S				

IDENTIFIES THE MONTH (page 2-8)

IDENTIFIES THE FISCAL YEAR (page 2-9)

1. MEMBER (REGULAR NAVY OTHER THAN RECRUITS) ENLISTS OR REENLISTS IN THE U.S. NAVY.

2. RESERVIST (OTHER THAN RECRUITS) DEPARTS

a. HOME

b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY

3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E	REASON FOR TRAVEL	C O D E
FROM HOME OR MEPS TO PERMANENT DUTY STATION	1	BUPERS QUOTAS IN NTC, RECRUITING DISTRICTS, COMDT		NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
FROM HOME OR MEPS TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	2	CO'S TRANSFERS BASED UPON BROAD DIRECTIVE	8	COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
		NRPC	9	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
			2	-AVAILABILITY REASONS-	
				OTHER AVAILS	5
				DISCIPLINARY AVAILS	H
				HOSPITAL AVAILS (TO LIMDU)	I
				DRUG AND ALCOHOL REHAB CENTER AVAILS	9
FROM HOME OR MEPS TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	3				
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	4				
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY UNDER INSTRUCTION	5				
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	6				

ENLISTED ACCESSION
OTHER THAN RECRUITS
FROM OVERSEAS

28 AUG 1991

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When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1) (2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NCA*	17*1453.2251		NOT TO BE	INSERT	000022	##	CA*/X/X/X	CA* THESE COST CODES
FEB	NCB*	17*1453.2251		INCLUDED ON	APPROPRIATE	000022	##	CB*/X/X/X	CB* MUST ALWAYS CONTAIN
MAR	NCC*	17*1453.2251		ORDERS	ALPHA	000022	##	CC*/X/X/X	CC* EXACTLY 12
APR	NCD*	17*1453.2251			CODE	000022	##	CD*/X/X/X	CD* CHARACTERS. IT IS
MAY	NCE*	17*1453.2251		TO BE ASSIGNED		000022	##	CE*/X/X/X	CE* DEVELOPED BY CITING
JUN	NCF*	17*1453.2251		BY THE	SEE	000022	##	CF*/X/X/X	CF* THE THREE CHARACTERS
JUL	NCG*	17*1453.2251		DISBURSING	PAGE	000022	##	CG*/X/X/X	CG* SHOWN PLUS
AUG	NCH*	17*1453.2251		OFFICER MAKING	2-84	000022	##	CH*/X/X/X	CH* MEMBER'S
SEP	NCI*	17*1453.2251		PAYMENT	OF	000022	##	CI*/X/X/X	CI* COMPLETE
OCT	NCJ*	17*1453.2251			THIS	000022	##	CJ*/X/X/X	CJ* SOCIAL
NOV	NCK*	17*1453.2251			GUIDE	000022	##	CK*/X/X/X	CK* SECURITY
DEC	NCL*	17*1453.2251				000022	##	CL*/X/X/X	CL* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station in CONUS/OVERSEAS (when no transoceanic travel is involved) to proceed to duty under instruction at a school or installation in CONUS/OVERSEAS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as Accession travel.)
2. Duty under instruction in CONUS/OVERSEAS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station in CONUS/OVERSEAS (when no transoceanic travel is involved) this include any temporary duty enroute from school to another permanent duty station.
3. Subparagraphs 1 and 2 above include travel as required to join or depart from a deployed ship or mobile unit.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate OPTAR Manager Code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD		L	#	TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
		ROTATIONAL TRAINING OVERSEAS									
R)	Pers-408	AG	#			FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	401DE/DF, 403CB 404EJ3, 408CD 401DC, 403CF 404CQ, 405CG	A B	MOVE REASONS (BROKEN PRD ONLY) ORDERED TO FILL HIGH PRIORITY BILLET (CNO PRIORITY I, II, III, OR ONE FOR ONE BILLET)	L
	Pers-4633	AH	MONTH (page 2-8)								
	Pers-401C1	AI	##								
	Pers-402	AJ	FISCAL YEAR								
	Pers-403	AK	(page 2-9)								
	Pers-404	AL				FROM PERMANENT DUTY /TEMPORARY DUTY UNDER INSTRUCTION		401DH, 4503CG 404CF, 4010D3	C	HIGHER AUTH DIRECTS (FLAG HOLD, REQUEST, RELEASE AND CONGRESSIONAL INTEREST)	T
	Pers-405	AM	1. MEMBER IS SCHEDULED			TO BE DETACHED FROM LAST		401CB, 402CD 403CD, 404CE1 405CK, 406CH	D	CROSSDECKING (LATERAL TRANSFER) ORDERED TO NEW CONSTRUCTION/ CONVERSION	8 P
	Pers-406	AN	PERMANENT DUTY STATION			TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2	401CE, 402CE 403CE, 404CR1 406CF	E	ORDERED TO SPECIFIED NEW PROGRAM/ PROJECT	R
R)	Pers-654	AQ	TRANSOCEANIC TRAVEL IS			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION		404CD, 402CF 403CH, 404CT1 405CD		ORDERED TO NEW BILLET/NEW QUALI- FICATION REQUIRED	K
	Pers-409	AS	INVOLVED) TO PROCEED TO			TO PERMANENT DUTY UNDER INSTRUCTION	3		F	MEET SCHOOL CONVENING DATE	M
	Pers-407	AT	DUTY UNDER INSTRUCTION					291B1		INACTIVATION OF VESSEL/ACTIVITY	N
	EPMAC	AU	AT A SCHOOL OR INSTAL- LATION IN OVERSEAS/			FROM TEMPORARY DUTY TEMPORARY DUTY UNDER INSTRUCTION		401CF, 403CK 404CR2, 291D1 405CE	G	CHANGE OF HOMEPORT, ACTIVITIES RELOCATED	X
R)	Pers-463	AX	CONUS WHERE THE LENGTH			TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	403EC, 404CCT3 405CH	H	MBR DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUALIFICATION)	Y
	Pers-463	AZ	OF THE COURSE			FROM PERMANENT DUTY UNDER INSTRUCTION	5	403EG, 404CT5 405DJ, 402DI 403CM, 404DM	I J	ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCS, BOOST, ALDO, ECP)	Z
R)	(1) A PCS ORDER		(OR COURSES) OF INSTRU- TION IS OF A CUMULATIVE			FROM PERMANENT DUTY UNDER INSTRUCTION		405CF, 406CG 402DC, 403CL 404DE2, 405DH 406CW, 654D	K	BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O
	INITIATED AT		DURATION OF 20 WEEKS OR			TO PERMANENT DUTY STATION OTHER THAN A SCHOOL	6	405DC, 406DE 404DH, 403CJ 654D1, 406CU	L	NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
	THE LOCAL		MORE. THIS MAY INCLUDE			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION		402DF, 403DN 404DG1, 405DG 406CU	M	RATING CONVERSION, NEC CHANGED MEMBER REQUEST ASSIGNMENT	S 6
	COMMAND LEVEL		TEMPORARY DUTY ENROUTE			TO PERMANENT DUTY OTHER THAN A SCHOOL	7	402DG, 403DC 404DJ	N	REELISTMENT INCENTIVE (GUARD III)	4
	(UNDER BROAD		TO SCHOOL. (WHEN THE					402DH, 404DF 405DF, 406CM 403CC	P	MOVE REASONS (ORDERED TO PRD ONLY) COMPLETION OF COMBAT ZONE TOUR COMPLETION OF MAX TOUR OVERSEAS	A D
	AUTHORITY SUCH		SCHOOL IS THE MEMBER'S							COMPLETION OF NORMAL DOD AREA TOUR OVERSEAS	E
	AS THE MILPERS- MAN) WILL		FIRST PERMANENT DUTY							COMPLETION OF CONUS SHORE TOUR TYPE I	B
	INDICATE THE		STATION, THE MOVEMENT							COMPLETION OF PROJECTED SEA TOUR	C
	OPTAR MANAGER		IS CLASSIFIED AS AN								
	"AZ"		ACCESSION TRAVEL.)								
								403CP, 404DK1 405DE, 406CT 4010D2	Q	ENLISTED ROTATIONAL TRAINING TO AND FROM OVERSEAS	
								403DE, 404DE 406DR, 407CF 409CB, 4010C	R		

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2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED). THIS INCLUDES ANY TEMPORARY DUTY ENROUTE FROM SCHOOL TO ANOTHER PERMANENT DUTY STATION.

3. SUBPARAGRAPHS (1) AND (2), ABOVE, INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART FROM A DEPLOYED SHIP OR MOBILE UNIT.

403DF, 404DG2 407CG 4010C2	S	COMPLETION TO ACTIVITY TOUR INCLUDING TYPE V (COMPTOURED)	3
403FC, 404DL 407CH, 4040C1	T	REELISTMENT INCENTIVE (GUARD III) -AVAILABILITY REASONS-	2
403DG, 404DG4 407CJ, 4010D1	U	DISCIPLINARY AVAILS	H
403DH, 404EF 405CP, 407CK 4010D4	V	HOSPITAL AVAILS (INCLUDES TO LIMDU)	I
403DL, 404EJ1 405CL, 407CKA 4010D	W	LIMDU TO FULL DUTY	7
403DM, 404EG 407CM	X	COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
403ED, 404EH 405CN, 406DK 407CN, 4010BB	Y	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRADUATES)	G
403EF, 404EK 405CM, 406DE 407CP	Z	DRUG AND ALCOHOL REHAB CENTER AVAIL	9
NOT ASSIGNED	1	OTHER AVAILS	5
403EH, 404EJ 407CG, NRPC	2	EXTERNAL REASON CODES NOT USED Pers-4 DETAILERS	
403EJ, 404EM2 407CR	3	ORDERED TO TREATMENT (INCLUDES DRUG ABUSE, ETC.)	Q
403CN, 404EM1 407CD, EPMAC72	4		
404EC1, 406CQ 407CE, EPMAC71 403CR			
406CD, 407CB1 404EM3, 403CQ EPMAC70	5 6		
404ED, 406DP 407CB2	7		
NOT ASSIGNED	8		
CO's Transfers Based upon Broad direction	9		
CNO, SECNAV Pers-4	0		

ENLISTED
ROTATIONAL TRAINING
TO AND FROM OVERSEAS

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TO AND FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOME R	PAA b/ ID CODE	COST CODES
JAN	NLA*	17*1453.2253		NOT TO BE	INSERT	000022	##	LA*/X/X/X	LA* THESE COST CODES
FEB	NLB*	17*1453.2253		INCLUDED ON	APPROPRIATE	000022	##	LB*/X/X/X	LB* MUST ALWAYS CONTAIN
MAR	NLC*	17*1453.2253		ORDERS	ALPHA	000022	##	LC*/X/X/X	LC* EXACTLY 12
APR	NLD*	17*1453.2253			CODE	000022	##	LD*/X/X/X	LD* CHARACTERS. IT IS
MAY	NLE*	17*1453.2253		TO BE ASSIGNED		000022	##	LE*/X/X/X	LE* DEVELOPED BY CITING
JUN	NLF*	17*1453.2253		BY THE	SEE	000022	##	LF*/X/X/X	LF* THE THREE CHARACTERS
JUL	NLG*	17*1453.2253		DISBURSING	PAGE	000022	##	LG*/X/X/X	LG* SHOWN PLUS
AUG	NLH*	17*1453.2253		OFFICER MAKING	2-84	000022	##	LH*/X/X/X	LH* MEMBER'S
SEP	NLI*	17*1453.2253		PAYMENT	OF	000022	##	LI*/X/X/X	LI* COMPLETE
OCT	NLJ*	17*1453.2253			THIS	000022	##	LJ*/X/X/X	LJ* SOCIAL
NOV	NLK*	17*1453.2253			GUIDE	000022	##	LK*/X/X/X	LK* SECURITY
DEC	NLL*	17*1453.2253				000022	##	LL*/X/X/X	LL* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station in CONUS/OVERSEAS to proceed to duty under instruction at a school or installation in OVERSEAS/CONUS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as Accession travel.)
2. Duty under instruction in CONUS/OVERSEAS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station in OVERSEAS/CONUS. This includes any temporary duty enroute from school to another permanent duty station.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate OPTAR Manager Code from first element of the CIC on following page.

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CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
		ROTATIONAL TRAINING OVERSEAS	L	#	##						
Pers-408	AG	#	IDENTIFIES THE MONTH (page 2-8)			FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	401DE, 403CB 404EJ3, 408CD	A	MOVE REASONS (BROKEN PRD ONLY)	
Pers-4633	AH	##	IDENTIFIES THE FISCAL YEAR (page 2-9)			FROM PERMANENT DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	2	401DC, 403CF 404CQ, 405CG	B	ORDERED TO FILL HIGH PRIORITY BILLET (CNO PRIORITY I, II, III, OR ONE FOR ONE BILLET)	L
Pers-401C1	AI	1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN TRANSOCEANIC TRAVEL IS INVOLVED) TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTAL- LATION IN OVERSEAS/ CONUS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE. THIS MAY INCLUDE TEMPORARY DUTY ENROUTE TO SCHOOL. (WHEN THE SCHOOL IS THE MEMBER'S FIRST PERMANENT DUTY STATION, THE MOVEMENT IS CLASSIFIED AS AN ACCESSION TRAVEL.)									
Pers-402	AJ										
Pers-403	AK										
Pers-404	AL										
Pers-405	AM										
Pers-406	AN										
Pers-401D	AO										
Pers-4010	AP										
Pers-409	AS										
Pers-407	AT										
EPMAC	AU										
Pers-463	AX										
Pers-463	AZ										

(1) A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERS-MAN) WILL INDICATE THE OPTAR MANAGER "AZ"

FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	401DE, 403CB 404EJ3, 408CD	A	MOVE REASONS (BROKEN PRD ONLY)	
FROM PERMANENT DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	2	401DC, 403CF 404CQ, 405CG	B	ORDERED TO FILL HIGH PRIORITY BILLET (CNO PRIORITY I, II, III, OR ONE FOR ONE BILLET)	L
FROM PERMANENT DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	3	401DH, 403CG 404CF, 4010D3	C	HIGHER AUTH DIRECTS (FLAG HOLD, REQUEST, RELEASE AND CONGRESSIONAL INTEREST)	T
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	4	401CB, 402CD 403CD, 404CE1 405CK, 406CH	D	CROSSDECKING (LATERAL TRANSFER) ORDERED TO NEW CONSTRUCTION/ CONVERSION	8
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5	401CE, 402CE 403CE, 404CR1 406CF	E	ORDERED TO SPECIFIED NEW PROGRAM/ PROJECT	P
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	6	401CD,402CF 403CH, 404CT1 405CD 282C1	F	ORDERED TO NEW BILLET/NEW QUALI- FICATION REQUIRED	K
FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	7	401CF, 403CK 404CR2, 482D1 405CE	G	MEET SCHOOL CONVENING DATE	M
FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	8	403EC, 404CT3 405CH	H	INACTIVATION OF VESSEL/ACTIVITY	N
FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	9	403EG, 404CT5 405CJ, 402DI 403CM, 404DM 405CF, 406CG	I	CHANGE OF HOMEPORT, ACTIVITIES RELOCATED	X
FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	10	402DC, 403CL 404DE2,405DH 406CW, 654D	J	MBR DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUALIFICATION)	Y
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	11	405DC, 406DE 404DH, 403CJ 654D1, 406CU	K	ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST, ALDO, ECP)	Z
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	12	402DF, 403DN 404DG1, 405DG 406CU	L	BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	13	402DG, 403DC 404DJ	M	NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	14	402DH, 404DF 405DF, 406CM 403CC	N	RATING CONVERSION, NEC CHANGED	S
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	15	403CP, 404DK1 405DE, 406CT 4010D2,	P	MEMBER REQUEST ASSIGNMENT	6
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	16	403DE, 404DE 406DR, 407CF 409CB, 4010C	Q	REELISTMENT INCENTIVE (GUARD III)	4
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	17		R	MOVE REASONS (ORDERED TO PRD ONLY)	A
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	18			COMPLETION OF COMBAT ZONE TOUR	D
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	19			COMPLETION OF MAX TOUR OVERSEAS	E
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	20			COMPLETION OF NORMAL DOD AREA TOUR OVERSEAS	B
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	21			COMPLETION OF CONUS SHORE TOUR TYPE I	C
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	22			COMPLETION OF PROJECTED SEA TOUR	

2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED). THIS INCLUDES ANY TEMPORARY DUTY ENROUTE FROM SCHOOL TO ANOTHER PERMANENT DUTY STATION.

3. SUBPARAGRAPHS (1) AND (2), ABOVE, INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART FROM A DEPLOYED SHIP OR MOBILE UNIT.

403DF, 404DG2 407CG 4010C2	S	COMPLETION TO ACTIVITY TOUR INCLUDING TYPE V (COMPTOURED)	3
403FC, 404DL 407CH, 4040C1	T	REELISTMENT INCENTIVE (GUARD III) -AVAILABILITY REASONS-	2
403DG, 404DG4 407CJ, 4010D1	U	DISCIPLINARY AVAILS	H
403DH, 404EF 405CP, 407CK 4010D4	V	HOSPITAL AVAILS (INCLUDES TO LIMDU)	I
403DL, 404EJ1 405CL, 407CKA 4010D	W	LIMDU TO FULL DUTY	7
403DM, 404EG 407CM	X	COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
403ED, 404EH 405CN, 406DK 407CN, 4010BB	Y	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRADUATES)	G
403EF, 404EK 405CM, 406DE 407CP	Z	DRUG AND ALCOHOL REHAB CENTER AVAIL	9
NOT ASSIGNED	1	OTHER AVAILS	5
403EH, 404EJ 407CG, NRPC	2	EXTERNAL REASON CODES NOT USED Pers-4 DETAILERS	
403EJ, 404EM2 407CR	3	ORDERED TO TREATMENT (INCLUDES DRUG ABUSE, ETC.)	Q
403CN, 404EM1 407CD, EPMAC72	4		
404EC1, 406CQ 407CE, EPMAC71 403CR			
406CD, 407CB1 404EM3, 403CQ EPMAC70	5		
404ED, 406DP 407CB2	6		
NOT ASSIGNED	7		
CO's Transfers Based upon Broad direction	8		
CNO, SECNAV Pers-4	9		
	0		

ENLISTED
ROTATIONAL TRAINING
TO AND FROM OVERSEAS

28 AUG 1991

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

ENLISTED
OPERATIONAL (GENERAL)
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1) (2)		(3) (4)	(5)	(6)	(7) (8)		(9)		
	TAC	APPRO- PRIATION	SUB-HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NDA*	17*1453.2252		NOT TO BE		INSERT	000022	##	DA*/X/X/X	DA* THESE COST CODES
FEB	NDB*	17*1453.2252		INCLUDED ON		APPROPRIATE	000022	##	DB*/X/X/X	DB* MUST ALWAYS CONTAIN
MAR	NDC*	17*1453.2252		ORDERS		ALPHA	000022	##	DC*/X/X/X	DC* EXACTLY 12
APR	NDD*	17*1453.2252				CODE	000022	##	DD*/X/X/X	DD* CHARACTERS. IT IS
MAY	NDE*	17*1453.2252		TO BE ASSIGNED			000022	##	DE*/X/X/X	DE* DEVELOPED BY CITING
JUN	NDF*	17*1453.2252		BY THE		SEE	000022	##	DF*/X/X/X	DF* THE THREE CHARACTERS
JUL	NDG*	17*1453.2252		DISBURSING		PAGE	000022	##	DG*/X/X/X	DG* SHOWN PLUS
AUG	NDH*	17*1453.2252		OFFICER MAKING		2-84	000022	##	DH*/X/X/X	DH* MEMBER'S
SEP	NDI*	17*1453.2252		PAYMENT		OF	000022	##	DI*/X/X/X	DI* COMPLETE
OCT	NDJ*	17*1453.2252				THIS	000022	##	DJ*/X/X/X	DJ* SOCIAL
NOV	NDK*	17*1453.2252				GUIDE	000022	##	DK*/X/X/X	DK* SECURITY
DEC	NDL*	17*1453.2252					000022	##	DL*/X/X/X	DL* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station to another permanent duty station when the move is made within CONUS and within Overseas.
2. Last permanent duty station to temporary duty enroute to another permanent duty station when the move is made within CONUS and within Overseas. In case of initial assignment of a homeport of a ship or ship-based staff, the date of detachment is the effective date shown in the CNO directive.
3. Subparagraphs 1 and 2 above include travel as required to join or depart from a deployed ship or mobile unit.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate OPTAR Manager Code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-408	AG
Pers-4633	AH
Pers-401C1	AI
Pers-402	AJ
Pers-403	AK
Pers-404	AL
Pers-405	AM
Pers-406	AN
Pers-401D	AO
Pers-4010	AP
Pers-409	AS
Pers-407	AT
EPMAC	AU
Pers-463	AX
Pers-463	AZ

(1) A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERS-MAN) WILL INDICATE THE OPTAR MANAGER "AZ"

2ND ELEMENT			
PIC/MOD			
OPERATIONAL GENERAL LAND	D	#	##

- # IDENTIFIES THE MONTH (page 2-8)
- ## IDENTIFIES THE FISCAL YEAR (page 2-9)
1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS AND WITHIN OVERSEAS.
 2. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO TEMPORARY DUTY ENROUTE TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS AND WITHIN OVERSEAS.
 3. SUBPARAGRAPHS 1 AND 2, ABOVE, INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART A DEPLOYED SHIP OR MOBILE UNIT.
 4. IN CASE OF INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF, THE FOURTH CHARACTER OF THE CIC IS DETERMINED BY THE EFFECTIVE DATE SHOWN IN THE CNO DIRECTIVE.

3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
FROM A PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION	1	401DE, 403CB 404EJ3, 408CD 401DC, 403CF 404CQ, 405CG	A B	MOVE REASONS (BROKEN PRD ONLY) ORDERED TO FILL HIGH PRIORITY BILLET (CNO PRIORITY I, II, III, OR ONE FOR ONE BILLET)	L
FROM PERMANENT DUTY TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2	401DH, 403CG 404CF, 4010D3 401CB, 402CD 403CD, 404CE1 405CK, 406CH	C D	HIGHER AUTH DIRECTS (FLAG HOLD, REQUEST, RELEASE AND CONGRESSIONAL INTEREST)	T
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY UNDER INSTRUCTION	4	401CE, 402CE 403CE, 404CR1 406CF	E	CROSSDECKING (LATERAL TRANSFER) ORDERED TO NEW CONSTRUCTION/ CONVERSION	8 P
FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5	401CD, 402CF 403CH, 404CT1 405CD 291C1 401CF, 403CK 404CR2, 405CE, 482D1 403EG, 404CT3 405CH 403EG, 404CT5 405CJ, 402DI 403CM, 404DM 405CF, 406CG 402DC, 403CL 404DE2, 405DH 406CW, 654D 405DC, 406DE 404DH, 403CJ 654D1, 406CU 402DF, 403DN 404DG1, 405DG 406CU 402DG, 403DC 404DJ 402DH, 404DF 405DF, 406CM 403CC 403CP, 404DK1 405DE, 406CT 4010D2 403DE, 404DE 406DR, 407CF 409CB, 4010C	F G H I J K L M N P Q R	ORDERED TO SPECIFIED NEW PROGRAM/ PROJECT ORDERED TO NEW BILLET/NEW QUALIFICATION REQUIRED MEET SCHOOL CONVENING DATE INACTIVATION OF VESSEL/ACTIVITY CHANGE OF HOMEPORT, ACTIVITIES RELOCATED MBR DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUALIFICATION) ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCS, BOOST, ALDO, ECP) BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS RATING CONVERSION, NEC CHANGED MEMBER REQUEST ASSIGNMENT REELISTMENT INCENTIVE (GUARD III) MOVE REASONS (ORDERED TO PRD ONLY) COMPLETION OF COMBAT ZONE TOUR COMPLETION OF MAX TOUR OVERSEAS COMPLETION OF NORMAL DOD AREA TOUR OVERSEAS COMPLETION OF CONUS SHORE TOUR TYPE I COMPLETION OF PROJECTED SEA TOUR	R K M N X Y Z O J S 6 4 A D E B C

3UPERSINST 7040.6

28 AUG 1991

403DF, 404DG2 407CG 4010C2	S	COMPLETION TO ACTIVITY TOUR INCLUDING TYPE V (COMPTOURED)	3
403FC, 404DL 407CH, 4040C1	T	REELISTMENT INCENTIVE (GUARD III) -AVAILABILITY REASONS-	2
403DG, 404DG4 407CJ, 4010D1	U	DISCIPLINARY AVAILS	H
403DH, 404EF 405CP, 407CK 4010D4	V	HOSPITAL AVAILS (INCLUDES TO LIMDU)	I
403DL, 404EJ1 405CL, 407CKA 4010D	W	LIMDU TO FULL DUTY	7
403DM, 404EG 407CM	X	COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
403ED, 404EH 405CN, 406DK 407CN, 4010BB	Y	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRADUATES)	G
403EF, 404EK 405CM, 406DE 407CP	Z	DRUG AND ALCOHOL REHAB CENTER AVAIL	9
NOT ASSIGNED	1	OTHER AVAILS	5
403EH, 404EJ 407CG, NRPC	2	EXTERNAL REASON CODES NOT USED	
403EJ, 404EM2 407CR	3	Pers-4 DETAILERS	
403CN, 404EM1 407CD, EPMAC72	4	ORDERED TO TREATMENT (INCLUDES DRUG ABUSE, ETC.)	Q
404EC1, 406CQ 407CE, EPMAC71 403CR	5		
406CE, 407CB1 404EM3, 403CQ EPMAC70	6		
404ED, 406DP 407CB2	7		
NOT ASSIGNED	8		
CO's Transfers Based upon Broad direction	9		
CNO, SECNAV Pers-4	0		

ENLISTED
OPERATIONAL
(GENERAL) LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
ROTATIONAL (GENERAL)
TO AND FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- SUB- PRIATION HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE PAA b/ (OPTAR) ID CODE CUSTOMER	COST CODES
JAN	NMA*	17*1453.2253	NOT TO BE		INSERT	000022	## MA*/X/X/X	MA* THESE COST CODES
FEB	NMB*	17*1453.2253	INCLUDED ON		APPROPRI-	000022	## MB*/X/X/X	MB* MUST ALWAYS CONTAIN
MAR	NMC*	17*1453.2253	ORDERS		ATE ALPHA	000022	## MC*/X/X/X	MC* EXACTLY 12
APR	NMD*	17*1453.2253			CODE	000022	## MD*/X/X/X	MD* CHARACTERS. IT IS
MAY	NME*	17*1453.2253	TO BE ASSIGNED			000022	## ME*/X/X/X	ME* DEVELOPED BY CITING
JUN	NMF*	17*1453.2253	BY THE		SEE	000022	## MF*/X/X/X	MF* THE THREE CHARACTERS
JUL	NMG*	17*1453.2253	DISBURSING		PAGE	000022	## MG*/X/X/X	MG* SHOWN PLUS
AUG	NMH*	17*1453.2253	OFFICER MAKING		2-84	000022	## MH*/X/X/X	MH* MEMBER'S
SEP	NMI*	17*1453.2253	PAYMENT		OF	000022	## MI*/X/X/X	MI* COMPLETE
OCT	NMJ*	17*1453.2253			THIS	000022	## MJ*/X/X/X	MJ* SOCIAL
NOV	NMK*	17*1453.2253			GUIDE	000022	## MK*/X/X/X	MK* SECURITY
DEC	NML*	17*1453.2253				000022	## ML*/X/X/X	ML* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station to another permanent duty station when the move is made to and from overseas.
2. Last permanent duty station to temporary duty enroute to another permanent duty station when the move is made to and from overseas.
3. In case of initial assignment of a homeport of a ship or ship-based staff, the date of detachment is the effective date shown in the CNO directive.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate OPTAR Manager Code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
OPTAR MANAGER		C O D E	PIC/MOD				TYPE OF ASSIGNMENT		C O D E	REASON FOR TRAVEL		C O D E
			ROTATIONAL GENERAL OVERSEAS		M	#	##			AUTHORITY DETAILER CODE		
R)	Pers-408	AG	# IDENTIFIES THE				FROM A PERMANENT		401DE/DF, 403CB		MOVE REASONS (BROKEN PRD ONLY)	
	Pers-4633	AH	MONTH (page 2-8)				DUTY STATION TO		404EJ3, 408CD	A	ORDERED TO FILL HIGH PRIORITY	
	Pers-401C1	AI	## IDENTIFIES THE				ANOTHER PERMANENT		401DC, 403CF		BILLET (CNO PRIORITY I, II, III,	
	Pers-402	AJ	FISCAL YEAR				DUTY STATION	1	404CQ, 405CG	B	OR ONE FOR ONE BILLET)	L
	Pers-403	AK	(page 2-9)									
	Pers-404	AL					FROM PERMANENT DUTY		401DH, 403CG		HIGHER AUTH DIRECTS (FLAG HOLD,	
	Pers-405	AM					TO TEMPORARY DUTY/		404CF, 4010D3	C	REQUEST, RELEASE AND CONGRESSIONAL	
	Pers-406	AN	1. MEMBER IS SCHEDULED				TEMPORARY DUTY		401CB, 402CD		INTEREST)	T
	Pers-401D	AO	TO BE DETACHED FROM LAST				UNDER INSTRUCTION	2	403CD, 404CE1		CROSSDECKING (LATERAL TRANSFER)	8
	Pers-4010	AP	PERMANENT DUTY STATION						405CK, 406CH	D	ORDERED TO NEW CONSTRUCTION/	
R)	Pers-654	AQ	TO ANOTHER PERMANENT				FROM TEMPORARY DUTY		401CE, 402CE		CONVERSION	P
	Pers-409	AS	DUTY STATION WHEN THE				/TEMPORARY DUTY		403CE, 404CR1		ORDERED TO SPECIFIED NEW PROGRAM/	
	Pers-407	AT	MOVE IS MADE TO AND FROM				UNDER INSTRUCTION		406CF	E	PROJECT	R
	EPMAC	AU	OVERSEAS.				TO TEMPORARY UNDER		401CD, 402CF		ORDERED TO NEW BILLET/NEW QUALI-	
	Pers-463	AX	2. MEMBER IS SCHEDULED				INSTRUCTION	4	403CH, 404CT1		FICATION REQUIRED	K
R)	Pers-463	AZ	TO BE DETACHED FROM LAST				FROM TEMPORARY DUTY		405CD		MEET SCHOOL CONVENING DATE	M
			PERMANENT DUTY STATION				/TEMPORARY DUTY		291B1	F	INACTIVATION OF VESSEL/ACTIVITY	N
			TO TEMPORARY DUTY ENROUTE				UNDER INSTRUCTION		401CF, 403CK		CHANGE OF HOMEPORT, ACTIVITIES	
			TO ANOTHER PERMANENT				TO PERMANENT DUTY	5	404CQ2, 291D1		RELOCATED	X
			DUTY STATION WHEN THE				UNDER INSTRUCTION		405CE	G	MBR DISQUALIFIED (INELIGIBLE,	
			MOVE IS MADE TO AND FROM						403EC, 404CT3		UNSUITABLE, NON-VOL, PERSONA NON	
			OVERSEAS.						405CH	H	GRATA, SECURITY DISQUALIFICATION)	Y
			3. IN CASE OF INITIAL						403EG, 404CT5		ORDERED TO OFFICER PROCUREMENT	
			ASSIGNMENT OF A HOMEPORT						405DJ, 402DI	I	PROGRAM (OCS, AOCs, BOOST, ALDO,	
			OF A SHIP OR SHIP-BASED						403CM, 404DM		ECP)	Z
			STAFF THE FOURTH CHARAC-						403CF, 404CG	J	BILLET DELETED/CHANGED, ACTIVITY	
			TER OF THE CIC IS DETER-						402DC, 403CL		REORGANIZED, MEMBER IN EXCESS	O
			MINED BY THE EFFECTIVE						404DE2, 405DH		NO COST (ALL ORDERS WITH ITEM 19)	
			DATE SHOWN IN THE CNO						406CW, 654D	K	INCLUDING HUMS/SWAPS	J
			DIRECTIVE.						405DC, 406DE		RATING CONVERSION, NEC CHANGED	S
									404DH, 403CJ		MEMBER REQUEST ASSIGNMENT	6
									654D1, 406CU	L	REELISTMENT INCENTIVE (GUARD III)	4
									402DF, 403DN		MOVE REASONS (ORDERED TO PRD ONLY)	
									404DG1, 405DG		COMPLETION OF COMBAT ZONE TOUR	A
									406CU	M	COMPLETION OF MAX TOUR OVERSEAS	D
									402DG, 403DC		COMPLETION OF NORMAL DOD AREA	
									404DJ	N	TOUR OVERSEAS	E
									402DH, 404DF		COMPLETION OF CONUS SHORE TOUR	
									405DF, 406CM		TYPE I	B
									403CC	P	COMPLETION OF PROJECTED SEA TOUR	C
								403CP, 404DK1				
								405DE, 406CT				
								4010D2	Q	ENLISTED		
								403DE, 404DE		ROTATIONAL (GENERAL)		
								406DR, 407CF		TO AND FROM OVERSEAS		
								409CB, 4010C	R			

403DF, 404DG2 407CG 4010C2	S	COMPLETION TO ACTIVITY TOUR INCLUDING TYPE V (COMPTOURED)	3
403FC, 404DL 407CH, 4040C1	T	REELISTMENT INCENTIVE (GUARD III) -AVAILABILITY REASONS-	2
403DG, 404DG4 407CJ, 4010D1	U	DISCIPLINARY AVAILS HOSPITAL AVAILS (INCLUDES TO LIMDU)	H I
403DH, 404EF 405CP, 407CK 4010D4	V	LIMDU TO FULL DUTY COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	7 F
403DL, 404EJ1 405CL, 407CKA 4010D	W	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRADUATES) DRUG AND ALCOHOL REHAB CENTER AVAIL OTHER AVAILS	G 9 5
403DM, 404EG 407CM	X	EXTERNAL REASON CODES NOT USED Pers-4 DETAILERS	
403ED, 404EH 405CN, 406DK 407CN, 4010BB	Y	ORDERED TO TREATMENT (INCLUDES DRUG ABUSE, ETC.)	Q
403EF, 404EK 405CM, 406DE 407CP	Z		
NOT ASSIGNED	1		
403EH, 404EJ 407CG, NRPC	2		
403EJ, 404EM2 407CR	3		
403CN, 404EM1 407CD, EPMAC72	4		
404EC1, 406CQ 407CE, EPMAC71 403CR	5		
406CD, 407CB1 404EM3, 403CQ EPMAC70	6		R)
404ED, 406DP 407CB2	7		
NOT ASSIGNED	8		
CO's Transfers Based upon Broad direction	9	ENLISTED ROTATIONAL (GENERAL) TO AND FROM OVERSEAS	
CNO, SECNAV Pers-4	0		R)

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CLASSIFICATION

ENLISTED
SEPARATION
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
									COST CODES
JAN	NEA*	17*1453.2254		NOT TO BE		INSERT	000022	##	EA*/X/X/X
FEB	NEB*	17*1453.2254		INCLUDED ON		APPROPRI-	000022	##	EB*/X/X/X
MAR	NEC*	17*1453.2254		ORDERS		ATE ALPHA	000022	##	EC*/X/X/X
APR	NED*	17*1453.2254				CODE	000022	##	ED*/X/X/X
MAY	NEE*	17*1453.2254		TO BE ASSIGNED			000022	##	EE*/X/X/X
JUN	NEF*	17*1453.2254		BY THE		SEE	000022	##	EF*/X/X/X
JUL	NEG*	17*1453.2254		DISBURSING		PAGE	000022	##	EG*/X/X/X
AUG	NEH*	17*1453.2254		OFFICER MAKING		2-84	000022	##	EH*/X/X/X
SEP	NEI*	17*1453.2254		PAYMENT		OF	000022	##	EI*/X/X/X
OCT	NEJ*	17*1453.2254				THIS	000022	##	EJ*/X/X/X
NOV	NEK*	17*1453.2254				GUIDE	000022	##	EK*/X/X/X
DEC	NEL*	17*1453.2253					000022	##	EL*/X/X/X

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from last permanent duty station (regardless of location) to

1. Home of record
2. Place of entry into service
3. Home of selection

Note: In case of a deceased member, the scheduled date of detachment will be when dependents commence travel and/or ship personal property. (Refer to JFTR, Vol I - Chapter 5, Parts C, D, E and F).

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate OPTAR Manager Code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-712	AV
Pers-712	AA

(1) OPTAR CODE
"AA" FOR USE
ONLY IN CASES
INVOLVING MOVE-
MENT OF DEPEND-
ENTS AND/OR
SHIPMENT OF
PERSONAL PROP-
ERTY OF A MEMBER
WHO IS DECEASED.

2ND ELEMENT			
PIC/MOD			
ENLISTED SEPARATION LAND	E	#	##

IDENTIFIES THE
MONTH (page 2-8)
IDENTIFIES THE
FISCAL YEAR
(page 2-9)

1. MEMBER IS SCHED-
ULED TO BE DETACHED
FROM LAST PERMANENT
DUTY STATION (REGARD-
LESS OF LOCATION) TO:

- a. HOME OF
RECORD
- b. PLACE OF
ENTRY INTO
SERVICE
- c. HOME OF
SELECTION

2. DEPENDENTS
COMMENCE TRAVEL AND/
OR SHIP PERSONAL
PROPERTY OF A MEMBER
WHO IS DECEASED.

3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E	REASON FOR TRAVEL	C O D E
FROM LAST PERMANENT DUTY STATION TO HOME	1	CO'S TRANSFERS BASED UPON BROAD DIRECTIONS	9	DISCHARGES OTHER THAN HONORABLE	H
FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME	2			EARLY RELEASE	U
FROM RECRUIT TRAIN- ING TO HOME	3			FLEET RESERVE/RETIREMENT	V
FLEET RESERVE TRANSFERS, RETIRE- MENTS AND PHYSICAL DISABILITY FROM LAST PERMANENT DUTY TO HOME OR PLACE OF SELECTION	5			EAOS	W
RESERVES RELEASED FROM ACTIVE DUTY OF LESS THAN 150 DAYS (EXCLUDING ACTIVE DUTY FOR TRAINING)	6			MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7

ENLISTED
SEPARATION
LAND

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CLASSIFICATION

ENLISTED
SEPARATION
TO AND FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NNA*	17*1453.2254		NOT TO BE	INSERT	000022	##	NA*/X/X/X	NA* THESE COST CODES
FEB	NNB*	17*1453.2254		INCLUDED ON	APPROPRI-	000022	##	NB*/X/X/X	NB* MUST ALWAYS CONTAIN
MAR	NNC*	17*1453.2254		ORDERS	ATE ALPHA	000022	##	NC*/X/X/X	NC* EXACTLY 12
APR	NND*	17*1453.2254			CODE	000022	##	ND*/X/X/X	ND* CHARACTERS. IT IS
MAY	NNE*	17*1453.2254		TO BE ASSIGNED		000022	##	NE*/X/X/X	NE* DEVELOPED BY CITING
JUN	NNF*	17*1453.2254		BY THE	SEE	000022	##	NF*/X/X/X	NF* THE THREE CHARACTERS
JUL	NNG*	17*1453.2254		DISBURSING	PAGE	000022	##	NG*/X/X/X	NG* SHOWN PLUS
AUG	NNH*	17*1453.2254		OFFICER MAKING	2-84	000022	##	NH*/X/X/X	NH* MEMBER'S
SEP	NNI*	17*1453.2254		PAYMENT	OF	000022	##	NI*/X/X/X	NI* COMPLETE
OCT	NNJ*	17*1453.2254			THIS	000022	##	NJ*/X/X/X	NJ* SOCIAL
NOV	NNK*	17*1453.2254			GUIDE	000022	##	NK*/X/X/X	NK* SECURITY
DEC	NNL*	17*1453.2254				000022	##	NL*/X/X/X	NL* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from last permanent duty station (regardless of location) to

1. Home of record
2. Place of entry into service
3. Home of selection

Note: In case of a deceased member, the scheduled date of detachment will be when dependents commence travel and/or ship personal property. (Refer to JFTR, Vol I - Chapter 5, Parts C, D, E and F).

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year.

Insert appropriate OPTAR Manager Code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-712	AV
Pers-712	AA

(1) OPTAR CODE
"AA" FOR USE
ONLY IN CASES
INVOLVING MOVE-
MENT OF DEPEND-
ENTS AND/OR
SHIPMENT OF
PERSONAL PROP-
ERTY OF A MEMBER
WHO IS DECEASED.

2ND ELEMENT			
PIC/MOD			
ENLISTED SEPARATION OVERSEAS	N	#	##

IDENTIFIES THE
MONTH (page 2-8)
IDENTIFIES THE
FISCAL YEAR
(page 2-9)

1. MEMBER IS SCHED-
ULED TO BE DETACHED
FROM LAST PERMANENT
DUTY STATION (REGARD-
LESS OF LOCATION) TO:
 - a. HOME OF
RECORD
 - b. PLACE OF
ENTRY INTO
SERVICE
 - c. HOME OF
SELECTION
2. DEPENDENTS
COMMENCE TRAVEL AND/
OR SHIP PERSONAL
PROPERTY OF A MEMBER
WHO IS DECEASED.

3RD ELEMENT	
TYPE OF ASSIGNMENT	C O D E
FROM LAST PERMANENT DUTY STATION TO HOME	1
FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME	2
FROM RECRUIT TRAIN- ING TO HOME	3
FLEET RESERVE TRANSFERS, RETIRE- MENTS AND PHYSICAL DISABILITY FROM LAST PERMANENT DUTY TO HOME OR PLACE OF SELECTION	5
RESERVES RELEASED FROM ACTIVE DUTY OF LESS THAN 150 DAYS (EXCLUDING ACTIVE DUTY FOR TRAINING)	6

4TH ELEMENT	
AUTHORITY DETAILER	C O D E
CO'S TRANSFERS BASED UPON BROAD DIRECTIONS	9

5TH ELEMENT	
REASON FOR TRAVEL	C O D E
DISCHARGES OTHER THAN HONORABLE	H
EARLY RELEASE	U
FLEET RESERVE/RETIREMENT	V
EAOS	W
MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7

ENLISTED
SEPARATION
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CLASSIFICATION

ENLISTED
ORGANIZED UNITS
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS										
	(1)		(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES	
JAN	NFA*	17*1453.2255		NOT TO BE		INSERT	000022	AW	FA*/1/0/X		FA* THESE COST CODES
FEB	NFB*	17*1453.2255		INCLUDED ON		APPROPRIATE	000022	AW	FB*/1/0/X		FB* MUST ALWAYS CONTAIN
MAR	NFC*	17*1453.2255		ORDERS		ALPHA	000022	AW	FC*/1/0/X		FC* EXACTLY 12
APR	NFD*	17*1453.2255				CODE	000022	AW	FD*/1/0/X		FD* CHARACTERS. IT IS
MAY	NFE*	17*1453.2255		TO BE ASSIGNED			000022	AW	FE*/1/0/X		FE* DEVELOPED BY CITING
JUN	NFF*	17*1453.2255		BY THE		SEE	000022	AW	FF*/1/0/X		FF* THE THREE CHARACTERS
JUL	NFG*	17*1453.2255		DISBURSING		PAGE	000022	AW	FG*/1/0/X		FG* SHOWN PLUS
AUG	NFH*	17*1453.2255		OFFICER MAKING		2-84	000022	AW	FH*/1/0/X		FH* MEMBER'S
SEP	NFI*	17*1453.2255		PAYMENT		OF	000022	AW	FI*/1/0/X		FI* COMPLETE
OCT	NFJ*	17*1453.2255				THIS	000022	AW	FJ*/1/0/X		FJ* SOCIAL
NOV	NFK*	17*1453.2255				GUIDE	000022	AW	FK*/1/0/X		FK* SECURITY
DEC	NFL*	17*1453.2255					000022	AW	FL*/1/0/X		FL* NUMBER

a/ Month of detachment for this classification is defined to be:
The effective date of change as shown in the CNO directive ordering:

1. Change of homeport or ship-based staff.
2. Change of permanent station of the mobile unit, or the effective date of change as shown in the SECNAV or CNO directive ordering relocation of a shore-based activity.

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
Pers-712	AW	ORGANIZED UNITS OVERSEAS	F	#	##	FROM LAST PERMANENT DUTY STATION LOCATION TO NEW PERMANENT DUTY STATION LOCATION	1	CNO/SECNAV	O	CHANGE HOMEPORT/ACTIVITY RELOCATED	X

1. FOR THE MONTH AND
FISCAL YEAR, THE
EFFECTIVE DATE OF
CHANGE SHOWN IN THE
CNO DIRECTIVE
ORDERING:

- a. A CHANGE OF HOME-
PORT OR SHIP-
BASED STAFF
- b. A CHANGE OF PERMA-
NENT STATION OF A
MOBILE UNIT, OR
THE EFFECTIVE DATE
OF CHANGE AS SHOWN
IN THE SECNAV OR
CNO DIRECTIVE
ORDERING RELO-
CATION OF A SHORE-
BASED ACTIVITY.

ENLISTED
ORGANIZED UNITS
TO AND FROM OVERSEAS

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CLASSIFICATION

ENLISTED
ORGANIZED
TO AND FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NOA*	17*1453.2255		NOT TO BE	INSERT	000022	AW	OA*/1/0/X	OA* THESE COST CODES
FEB	NOB*	17*1453.2255		INCLUDED ON	APPROPRIATE	000022	AW	OB*/1/0/X	OB* MUST ALWAYS CONTAIN
MAR	NOC*	17*1453.2255		ORDERS	ALPHA	000022	AW	OC*/1/0/X	OC* EXACTLY 12
APR	NOD*	17*1453.2255			CODE	000022	AW	OD*/1/0/X	OD* CHARACTERS. IT IS
MAY	NOE*	17*1453.2255		TO BE ASSIGNED		000022	AW	OE*/1/0/X	OE* DEVELOPED BY CITING
JUN	NOF*	17*1453.2255		BY THE	SEE	000022	AW	OF*/1/0/X	OF* THE THREE CHARACTERS
JUL	NOG*	17*1453.2255		DISBURSING	PAGE	000022	AW	OG*/1/0/X	OG* SHOWN PLUS
AUG	NOH*	17*1453.2255		OFFICER MAKING	2-84	000022	AW	OH*/1/0/X	OH* MEMBER'S
SEP	NOI*	17*1453.2255		PAYMENT	OF	000022	AW	OI*/1/0/X	OI* COMPLETE
OCT	NOJ*	17*1453.2255			THIS	000022	AW	OJ*/1/0/X	OJ* SOCIAL
NOV	NOK*	17*1453.2255			GUIDE	000022	AW	OK*/1/0/X	OK* SECURITY
DEC	NOL*	17*1453.2255				000022	AW	OL*/1/0/X	OL* NUMBER

a/ Month of detachment for this classification is defined to be:
The effective date of change as shown in the CNO directive ordering:

1. Change of homeport or ship-based staff.
2. Change of permanent station of the mobile unit, or the effective date of change as shown in the SECNAV or CNO directive ordering relocation of a shore-based activity.

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
Pers-712	AW	ORGANIZED UNITS OVERSEAS	O	#	##	FROM LAST PERMANENT DUTY STATION LOCATION TO NEW PERMANENT DUTY STATION LOCATION	1	CNO/SECNAV	O	CHANGE HOMEPORT/ACTIVITY RELOCATED	X

1. FOR THE MONTH AND
FISCAL YEAR, THE
EFFECTIVE DATE OF
CHANGE SHOWN IN THE
CNO DIRECTIVE
ORDERING:

- a. A CHANGE OF HOME-
PORT OR SHIP-
BASED STAFF
- b. A CHANGE OF PERMA-
NENT STATION OF A
MOBILE UNIT, OR
THE EFFECTIVE DATE
OF CHANGE AS SHOWN
IN THE SECNAV OR
CNO DIRECTIVE
ORDERING RELO-
CATION OF A SHORE-
BASED ACTIVITY.

ENLISTED
ORGANIZED UNITS
TO AND FROM OVERSEAS

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ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

ENLISTED OPERATIONAL
(MISCELLANEOUS TRAVEL)
LAND

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NRA*	17*1453.2252		NOT TO BE	INSERT	000022	AA	R THE 2ND	RA* THESE COST CODES
FEB	NRB*	17*1453.2252		INCLUDED ON	APPROPRIATE	000022	AA	R (TWO CHARACTERS)	RB* MUST ALWAYS CONTAIN
MAR	NRC*	17*1453.2252		ORDERS	ALPHA	000022	AA	R 3RD,	RC* EXACTLY 12
APR	NRD*	17*1453.2252			CODE	000022	AA	R 4TH, & 5TH	RD* CHARACTERS. IT IS
MAY	NRE*	17*1453.2252		TO BE ASSIGNED		000022	AA	R ELEMENTS OF	RE* DEVELOPED BY CITING
JUN	NRF*	17*1453.2252		BY THE	SEE	000022	AA	R THE CIC MUST	RF* THE THREE CHARACTERS
JUL	NRG*	17*1453.2252		DISBURSING	PAGE	000022	AA	R CONTAIN THE	RG* SHOWN PLUS
AUG	NRH*	17*1453.2252		OFFICER MAKING	2-84	000022	AA	R FULL UNIT	RH* MEMBER'S
SEP	NRI*	17*1453.2252		PAYMENT	OF	000022	AA	R IDENTIFICATION	RI* COMPLETE
OCT	NRJ*	17*1453.2252			THIS	000022	AA	R CODE	RJ* SOCIAL
NOV	NRK*	17*1453.2252			GUIDE	000022	AA	R (UIC) OF THE	RK* SECURITY
DEC	NRL*	17*1453.2252				000022	AA	R MBR'S UNIT	RL* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		OPERATIONAL		2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED
OPTAR	C	MISCELLANEOUS	R	CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
MANAGER	O	LAND		
	D			
	E			
Pers-712	AA			

CIC EXAMPLE: AA R 00071

UNIT IDENTIFICATION CODE OF
HEADQUARTERS NDW, WASHINGTON, D.C.

NOT TO BE USED FOR MEMBER'S TRAVEL
(See Chapter III - Section III of this guide)

ENLISTED OPERATIONAL
(MISCELLANEOUS TRAVEL)
LAND

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PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

ENLISTED
(MISCELLANEOUS TRAVEL)
TO AND FROM OVERSEAS

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NYA*	17*1453.2253		NOT TO BE	INSERT	000022	AA	Y THE 2ND	YA* THESE COST CODES
FEB	NYB*	17*1453.2253		INCLUDED ON	APPROPRIATE	000022	AA	Y (TWO CHARAC-	YB* MUST ALWAYS CONTAIN
MAR	NYC*	17*1453.2253		ORDERS	ALPHA	000022	AA	Y TERS) 3RD,	YC* EXACTLY 12
APR	NYD*	17*1453.2253			CODE	000022	AA	Y 4TH, & 5TH	YD* CHARACTERS. IT IS
MAY	NYE*	17*1453.2253		TO BE ASSIGNED		000022	AA	Y ELEMENTS OF	YE* DEVELOPED BY CITING
JUN	NYF*	17*1453.2253		BY THE	SEE	000022	AA	Y THE CIC MUST	YF* THE THREE CHARACTERS
JUL	NYG*	17*1453.2253		DISBURSING	PAGE	000022	AA	Y CONTAIN THE	YG* SHOWN PLUS
AUG	NYH*	17*1453.2253		OFFICER MAKING	2-84	000022	AA	Y FULL UNIT	YH* MEMBER'S
SEP	NYI*	17*1453.2253		PAYMENT	OF	000022	AA	Y IDENTIFICATION	YI* COMPLETE
OCT	NYJ*	17*1453.2253			THIS	000022	AA	Y CODE	YJ* SOCIAL
NOV	NYK*	17*1453.2253			GUIDE	000022	AA	Y (UIC) OF THE	YK* SECURITY
DEC	NYL*	17*1453.2253				000022	AA	Y MBR'S UNIT	YL* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personnel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		OPERATIONAL MISCELLANEOUS TO & FROM O/S	Y	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR MANAGER	C O D E			
Pers-712	AA			

CIC EXAMPLE: AA Y |00651|

UNIT IDENTIFICATION CODE OF
NSD SUBIC BAY, PHILIPPINES

NOT TO BE USED FOR MEMBER'S TRAVEL
(See Chapter III - Section III of this guide)

ENLISTED ROTATIONAL
(MISCELLANEOUS TRAVEL)
TO AND FROM OVERSEAS

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PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

ENLISTED
(EVACUATION TRAVEL)
TO AND FROM OVERSEAS

(NOT TO BE USED USED FOR MEMBER'S TRAVEL)

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1) (2)		(3) (4)		(5)	(6)	(7)		(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	N8A*	17*1453.2253		NOT TO BE	INSERT	000022	AA	8 THE 2ND	8A* THESE COST CODES
FEB	N8B*	17*1453.2253		INCLUDED ON	APPROPRIATE	000022	AA	8 (TWO CHARAC-	8B* MUST ALWAYS CONTAIN
MAR	N8C*	17*1453.2253		ORDERS	ALPHA	000022	AA	8 TERS) 3RD,	8C* EXACTLY 12
APR	N8D*	17*1453.2253			CODE	000022	AA	8 4TH, & 5TH	8D* CHARACTERS. IT IS
MAY	N8E*	17*1453.2253		TO BE ASSIGNED		000022	AA	8 ELEMENTS OF	8E* DEVELOPED BY CITING
JUN	N8F*	17*1453.2253		BY THE	SEE	000022	AA	8 THE CIC MUST	8F* THE THREE CHARACTERS
JUL	N8G*	17*1453.2253		DISBURSING	PAGE	000022	AA	8 CONTAIN THE	8G* SHOWN PLUS
AUG	N8H*	17*1453.2253		OFFICER MAKING	2-84	000022	AA	8 FULL UNIT	8H* MEMBER'S
SEP	N8I*	17*1453.2253		PAYMENT	OF	000022	AA	8 IDENTIFICA-	8I* COMPLETE
OCT	N8J*	17*1453.2253			THIS	000022	AA	8 TION CODE	8J* SOCIAL
NOV	N8K*	17*1453.2253			GUIDE	000022	AA	8 (UIC) OF THE	8K* SECURITY
DEC	N8L*	17*1453.2253				000022	AA	8 MBR'S UNIT	8L* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		ROTATIONAL	8	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
OPTAR	C	EVACUATION		
MANAGER	O	OVERSEAS		
	D			
	E			
Pers-712	AA			

CIC EXAMPLE: AA 8 |00651|

UNIT IDENTIFICATION CODE OF
NSD SUBIC BAY, PHILIPPINES

NOT TO BE USED FOR MEMBER'S TRAVEL
(See Chapter III - Section III of this guide)

ENLISTED ROTATIONAL
(EVACUATION TRAVEL)
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

MIDSHIPMEN
ACCESSION

PERMANENT CHANGE OF STATION TRAVEL

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
								COST CODES
JAN	NGA*	17*1453.2250		NOT TO BE	INSERT	000022	AY	GA*1/9/5
FEB	NGB*	17*1453.2250		INCLUDED ON	APPROPRIATE	000022	AY	GB*1/9/5
MAR	NGC*	17*1453.2250		ORDERS	ALPHA	000022	AY	GC*1/9/5
APR	NGD*	17*1453.2250			CODE	000022	AY	GD*1/9/5
MAY	NGE*	17*1453.2250		TO BE ASSIGNED		000022	AY	GE*1/9/5
JUN	NGF*	17*1453.2250		BY THE	SEE	000022	AY	GF*1/9/5
JUL	NGG*	17*1453.2250		DISBURSING	PAGE	000022	AY	GG*1/9/5
AUG	NGH*	17*1453.2250		OFFICER MAKING	2-84	000022	AY	GH*1/9/5
SEP	NGI*	17*1453.2250		PAYMENT	OF	000022	AY	GI*1/9/5
OCT	NGJ*	17*1453.2250			THIS	000022	AY	GJ*1/9/5
NOV	NGK*	17*1453.2250			GUIDE	000022	AY	GK*1/9/5
DEC	NGL*	17*1453.2250				000022	AY	GL*1/9/5

a/ Month of detachment for this classification is defined to be:

- (1) The month Midshipman Candidate departs from actual place of abode, home, school, or any duty station to the Naval Academy and individual (from civilian life) who travels to the Naval Academy but fails to pass the entrance examination and are required to return home.

* Insert the last character of the applicable fiscal year

CHAPTER II - SECTION IV

CUSTOMER IDENTIFICATION CODE (CIC) CHART

PERMANENT CHANGE OF STATION TRAVEL

THE CUSTOMER IDENTIFICATION CODE (CIC) FOR THIS CLASSIFICATION IS AS FOLLOWS:

AY G*#/1/9/5

* Fourth Character identifies the month (page 2-8)

Fifth Character identifies the fiscal year (page 2-9)

CLASSIFICATION

MIDSHIPMEN

ACCESSION

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

MIDSHIPMEN
SEPARATION

PERMANENT CHANGE OF STATION TRAVEL

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NPA*	17*1453.2254		NOT TO BE	INSERT	000022	AY	PA*/1/9/W	PA* THESE COST CODES
FEB	NPB*	17*1453.2254		INCLUDED ON	APPROPRIATE	000022	AY	PB*/1/9/W	PB* MUST ALWAYS CONTAIN
MAR	NPC*	17*1453.2254		ORDERS	ALPHA	000022	AY	PC*/1/9/W	PC* EXACTLY 12
APR	NPD*	17*1453.2254			CODE	000022	AY	PD*/1/9/W	PD* CHARACTERS. IT IS
MAY	NPE*	17*1453.2254		TO BE ASSIGNED		000022	AY	PE*/1/9/W	PE* DEVELOPED BY CITING
JUN	NPF*	17*1453.2254		BY THE	SEE	000022	AY	PF*/1/9/W	PF* THE THREE CHARACTERS
JUL	NPG*	17*1453.2254		DISBURSING	PAGE	000022	AY	PG*/1/9/W	PG* SHOWN PLUS
AUG	NPH*	17*1453.2254		OFFICER MAKING	2-84	000022	AY	PH*/1/9/W	PH* MEMBER'S
SEP	NPI*	17*1453.2254		PAYMENT	OF	000022	AY	PI*/1/9/W	PI* COMPLETE
OCT	NPJ*	17*1453.2254			THIS	000022	AY	PJ*/1/9/W	PJ* SOCIAL
NOV	NPK*	17*1453.2254			GUIDE	000022	AY	PK*/1/9/W	PK* SECURITY
DEC	NPL*	17*1453.2254				000022	AY	PL*/1/9/W	PL* NUMBER

a/ Month of detachment for this classification is defined to be:

- (1) The month Midshipman Candidate (OTHER THAN THOSE WHO FAILED TO PASS THE ENTRANCE EXAMINATION) is separated From the Naval Academy.

* Insert the last character of the applicable fiscal year

CHAPTER II - SECTION IV

CUSTOMER IDENTIFICATION CODE (CIC) CHART

PERMANENT CHANGE OF STATION TRAVEL

THE CUSTOMER IDENTIFICATION CODE (CIC) FOR THIS CLASSIFICATION IS AS FOLLOWS:

AY P*#/1/9/W

* Fourth Character identifies the month (page 2-8)

Fifth Character identifies the fiscal year (page 2-9)

CLASSIFICATION

MIDSHIPMEN

SEPARATION

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

NAVAL AVIATION CADETS
ACCESSION

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NIA*	17*1453.2250		NOT TO BE	INSERT	000022	AY	IA*/X/X/X	IA* THESE COST CODES
FEB	NIB*	17*1453.2250		INCLUDED ON	APPROPRIATE	000022	AY	IB*/X/X/X	IB* MUST ALWAYS CONTAIN
MAR	NIC*	17*1453.2250		ORDERS	ALPHA	000022	AY	IC*/X/X/X	IC* EXACTLY 12
APR	NID*	17*1453.2250			CODE	000022	AY	ID*/X/X/X	ID* CHARACTERS. IT IS
MAY	NIE*	17*1453.2250		TO BE ASSIGNED		000022	AY	IE*/X/X/X	IE* DEVELOPED BY CITING
JUN	NIF*	17*1453.2250		BY THE	SEE	000022	AY	IF*/X/X/X	IF* THE THREE CHARACTERS
JUL	NIG*	17*1453.2250		DISBURSING	PAGE	000022	AY	IG*/X/X/X	IG* SHOWN PLUS
AUG	NIH*	17*1453.2250		OFFICER MAKING	2-84	000022	AY	IH*/X/X/X	IH* MEMBER'S
SEP	NII*	17*1453.2250		PAYMENT	OF	000022	AY	II*/X/X/X	II* COMPLETE
OCT	NIJ*	17*1453.2250			THIS	000022	AY	IJ*/X/X/X	IJ* SOCIAL
NOV	NIK*	17*1453.2250			GUIDE	000022	AY	IK*/X/X/X	IK* SECURITY
DEC	NIL*	17*1453.2250				000022	AY	IL*/X/X/X	IL* NUMBER

a/ Month of detachment for this classification is defined to be:

(1) The month member departs from home or place from ordered to active duty.

b/ In lieu of the partially pre-printed CIC shown in column (8), follow procedures set forth in paragraph 4b of Chapter II - section IV of this guide.

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT		
OPTAR MANAGER	C O D E	PIC/MOD ACCESSION NAVCAD		I	#	##	TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E	REASON FOR TRAVEL	C O D E
Pers-712	AY	#	IDENTIFIES THE MONTH (page 2-8)				FROM HOME OR MEPS TO THE NAVAL AVIATION OFFICER CANDIDATE SCHOOL	1	NAVY RECRUITING DISTRICTS CNATRA	8 #	-AVAILABILITY REASONS- OTHER AVAILS ORDERED TO MEET SCHOOL CLASS CONVENING DATE (CNATRA ONLY)	5 M
		##	IDENTIFIES THE FISCAL YEAR (page 2-9)				FROM NAVAL AVIATION OFFICER CANDIDATE SCHOOL TO TEMPORARY DUTY UNDER INSTRUCTION	2				
							FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	3				
							FROM NAVAL AVIATION OFFICER CANDIDATE SCHOOL TO PERMANENT DUTY UNDER INSTRUCTION	4				

NAVAL AVIATION CADETS
ACCESSION

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

CLASSIFICATION

NAVAL AVIATION CADETS
TRAINING
(20 WEEKS OR MORE)

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	N9A*	17*1453.2251		NOT TO BE	INSERT	000022	AY	9A*/X/#/M	9A* THESE COST CODES
FEB	N9B*	17*1453.2251		INCLUDED ON	APPROPRIATE	000022	AY	9B*/X/#/M	9B* MUST ALWAYS CONTAIN
MAR	N9C*	17*1453.2251		ORDERS	ALPHA	000022	AY	9C*/X/#/M	9C* EXACTLY 12
APR	N9D*	17*1453.2251			CODE	000022	AY	9D*/X/#/M	9D* CHARACTERS. IT IS
MAY	N9E*	17*1453.2251		TO BE ASSIGNED		000022	AY	9E*/X/#/M	9E* DEVELOPED BY CITING
JUN	N9F*	17*1453.2251		BY THE	SEE	000022	AY	9F*/X/#/M	9F* THE THREE CHARACTERS
JUL	N9G*	17*1453.2251		DISBURSING	PAGE	000022	AY	9G*/X/#/M	9G* SHOWN PLUS
AUG	N9H*	17*1453.2251		OFFICER MAKING	2-84	000022	AY	9H*/X/#/M	9H* MEMBER'S
SEP	N9I*	17*1453.2251		PAYMENT	OF	000022	AY	9I*/X/#/M	9I* COMPLETE
OCT	N9J*	17*1453.2251			THIS	000022	AY	9J*/X/#/M	9J* SOCIAL
NOV	N9K*	17*1453.2251			GUIDE	000022	AY	9K*/X/#/M	9K* SECURITY
DEC	N9L*	17*1453.2251				000022	AY	9L*/X/#/M	9L* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station to proceed to duty under instruction at a school or installation where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as Accession travel.)
2. Duty under instruction where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station. This includes any temporary duty enroute from a school to another permanent duty station.

b/ In lieu of the partially pre-printed CIC shown in column (8), insert the third element code from the following page as applicable.

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER	C O D E	REASON FOR TRAVEL	C O D E
Pers-712	AY	ACCESSION NAVCAD	9	#	##	FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	1	CNATRA	#	ORDERED TO MEET SCHOOL CLASS CONENING DATE	M
		#	IDENTIFIES THE MONTH (page 2-8)			FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY/ UNDER INSTRUCTION	2				
		##	IDENTIFIES THE FISCAL YEAR (page 2-9)			FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	3				

NAVAL AVIATION CADETS
TRAINING

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

NAVAL AVIATION CADETS
SEPARATION

PERMANENT CHANGE OF STATION TRAVEL

When scheduled data of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
								COST CODES
JAN	NZA*	17*1453.2254		NOT TO BE	INSERT	000022	AY	ZA*/1/9/W
FEB	NZB*	17*1453.2254		INCLUDED ON	APPROPRIATE	000022	AY	ZB*/1/9/W
MAR	NZC*	17*1453.2254		ORDERS	ALPHA	000022	AY	ZC*/1/9/W
APR	NZD*	17*1453.2254			CODE	000022	AY	ZD*/1/9/W
MAY	NZE*	17*1453.2254		TO BE ASSIGNED		000022	AY	ZE*/1/9/W
JUN	NZF*	17*1453.2254		BY THE	SEE	000022	AY	ZF*/1/9/W
JUL	NZG*	17*1453.2254		DISBURSING	PAGE	000022	AY	ZG*/1/9/W
AUG	NZH*	17*1453.2254		OFFICER MAKING	2-84	000022	AY	ZH*/1/9/W
SEP	NZI*	17*1453.2254		PAYMENT	OF	000022	AY	ZI*/1/9/W
OCT	NZJ*	17*1453.2254			THIS	000022	AY	ZJ*/1/9/W
NOV	NZK*	17*1453.2254			GUIDE	000022	AY	ZK*/1/9/W
DEC	NZL*	17*1453.2254				000022	AY	ZL*/1/9/W

a/ Month of detachment for this classification is defined to be:

(1) The month member is detached from last permanent duty station (regardless of location) to:

- a. Home of record
- b. Place of entry into service

* Insert the last character of the applicable fiscal year.

CHAPTER II - SECTION IV

CUSTOMER IDENTIFICATION CODE (CIC) CHART

PERMANENT CHANGE OF STATION TRAVEL

THE CUSTOMER IDENTIFICATION CODE (CIC) FOR THIS CLASSIFICATION IS AS FOLLOWS:

AY Z*#/1/9/W

* Fourth Character identifies the month (page 2-8)

Fifth Character identifies the fiscal year (page 2-9)

CLASSIFICATION

NAVAL AVIATION CADETS

SEPARATION

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CHAPTER II - SECTION IV

RANK OR RATE CODING CHART

<u>OFFICER RANK</u>			<u>ENLISTED RATE CODE</u>		
	<u>Pay Grade</u>	<u>Code</u>	<u>Enlisted</u>	<u>Pay Grade</u>	<u>Code</u>
<u>Warrant Officer</u>					
WO	W-1	L	Recruit	E-1	A
CWO	W-2	M		E-2	B
CWO	W-3	N		E-3	C
CWO	2-4	O			
			Petty Officer Third Class	E-4	D (2 yrs service or less)
			Petty Officer Third Class	E-4	E (More than 2 yrs service)
<u>Midshipmen</u>		Q			
			Petty Officer Second Class	E-5	F
<u>Commissioned Officers</u>					
ENS	0-1	R	Petty Officer First Class	E-6	G
LTJG	0-2	S			
LT	0-3	T	Chief Petty Officer	E-7	H
LCDR	0-4	U			
CDR	0-5	N	Senior Chief Petty Officer	E-8	J
CAPT	0-6	W			
RADM (LH)	0-7	X	Master Chief Petty Officer	E-9	K
RADM (UH)	0-8	X			
VADM	0-9	X			
ADM	0-10	X			

CHAPTER III - SECTION I

NAVPERS 7041/1, PCS TRAVEL, GENERAL GUIDELINES

1. Each year the Navy spends millions of dollars for the transportation of military personnel, their dependents and the shipment of personal property between the old and new duty stations. The NAVPERS 7041/1, PCS Travel, is the primary source of statistical information regarding transfers and is an essential tool used in the fiscal management of the Permanent Change of Station (PCS) Program. Without the travel information, effective and efficient budgeting of PCS funds is impossible.

2. Orders initiating PCS transfers originate as either BUPERS orders or field orders. BUPERS orders are delivered to the member's command from the orderwriting community. Field orders are delivered to the member under the authority of the commanding officer and include:

(a) Accessions and Separations (Enlisted, Midshipmen, Officer Candidate School, Aviation Officer Candidate, Navy Flight Officer Candidate, and Nuclear Petty Officer Candidate).

(b) Change of Permanent Duty Station of Organized Units (Ships, Air units, other Mobile Units).

(c) Relocation of a Shore-Based Activity.

3. A NAVPERS 7041/1 must be submitted each time a member is involved in a PCS transfer. Failure to submit a NAVPERS 7041/1 has a negative effect upon the management of PCS funds and, as a result, members may be forced to cope with the following:

(a) Move Freezes

(b) Tour Extension

(c) No New Entitlements

(d) Possible Promotion Freezes

(e) Family Hardships

(f) Extra Work For the Receiving Commands

(g) Unnecessary Order Modifications

4. It is the responsibility of both the member and the detaching Pay/Personnel Administrative Support System (PASS)/Personnel Office to ensure completion of the NAVPERS 7041/1. The PASS/Personnel Office must complete the accounting data and cost code contained in the upper portion of the NAVPERS 7041/1 and then pass it to the member who must complete the remaining blocks that are applicable to their transfer.

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R) Members should complete the NAVPERS 7041/1 during their check-out process from the detaching permanent duty station. This provides the member with sufficient time to (1) resolve any indecisions concerning movement of dependents and/or household goods and (2) adjust plans to conform to any modifications or cancellations to orders. For those members who are reentering the Navy, a NAVPERS 7041/1 must be completed and submitted when reporting for duty.

5. Upon completion, the NAVPERS 7041/1 should be mailed by the detaching office to the following address:

R) Director
R) Permanent Change of Station
R) Variance Component
R) 1240 East 9th Street, Suite 967
R) Cleveland, OH 44199-2088

6. Due to the importance of the NAVPERS 7041/1, correspondence is generated to ensure submission. Prospective detachment letters and listings are sent to commands requesting they ensure each detaching member completes a NAVPERS 7041/1 during the check-out process. The command Performance Monitoring System also summarizes the NAVPERS 7041/1 submission rate of detaching commands by unit identification code. Members who do not submit a NAVPERS 7041/1 are reported on a quarterly basis to the member's receiving command and proper submission requested. The information the Navy member provides on the NAVPERS 7041/1 is vital to the effective management of the PCS program by providing the means to closely estimate the cost of the PCS move and the subsequent obligation of funds. The data is also compiled for statistical use in budget development, costing proposed legislation, and in responding to legislative inquiries.

CHAPTER III - SECTION II

INSTRUCTIONS FOR COMPLETION OF NAVPERS 7041/1, PCS TRAVEL

Instructions for completing the required data on the NAVPERS 7041/1 are provided in detail on the following pages. The form is divided into the following blocks for ease of reference:

Member/PCS Order Identification	(Blocks 1 thru 5)
Part I - Itinerary	(Blocks 6 thru 18)
Part II - Dependents Itinerary	(Blocks 19 thru 26)
Part III - Household Goods	(Blocks 27 thru 39)
Part IV - Vehicles	(Blocks 40 thru 43)

The reverse side of the form contains additional instructions and provides for member's signature.

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DETAILED INSTRUCTIONS FOR PREPARATION OF NAVPERS 7041/1, PCS TRAVEL

BLOCK 1 - NAME: Enter member's last name, first name, middle initial.

BLOCK 2 - SSN: Enter member's social security number.

BLOCK 3 - PAY GRADE: Enter the member's pay grade.

BLOCK 4 - ORDER NO./AUTHORIZATION: Enter the authority for the PCS transfer.

ILLUSTRATIONS #2 - #5 contain various PCS formats showing the location of the order authority and its corresponding entry.

BLOCK 5 - ACCOUNTING DATA: Utilize the accounting data furnished on the PCS orders. All blanks on the form which do not contain pre-filled data require accounting information. ILLUSTRATIONS #6 - #8 contain examples of PCS order formats showing the location of the PCS accounting data and its entry. ILLUSTRATION #9 provides checkpoints for verification of member's accounting data on the NAVPERS 7041/1. Refer to Chapter II of this instruction for additional information relative to PCS accounting data.

PART I - ITINERARY

BLOCK 6 - PRESENT DUTY STATION: Enter the complete name of the present duty station from which member is being detached on PCS orders.

BLOCK 7 - HOMEPORT: Enter location at which ship, squadron, or other deployable unit is assigned.

BLOCK 8 - DETACHMENT DATE: Enter the date the member is authorized to depart from the transferring command.

BLOCK 9 - IF DEPLOYED ACTUAL LOC: If detaching on PCS from a deployed ship, squadron or other mobile unit, provide actual location from which travel commences.

BLOCK 10 - NAME/LOCATION: Enter in sequence the complete titles of all intermediate duty stations to which member will report in carrying out their PCS orders. If more than five intermediate duty stations, continue the itinerary or sequence on the reverse side of the form in Section I.

BLOCK 11 - MDTVL: Enter appropriate two-digit Mode of Travel code contained on the reverse side of the form (SECTION I/II ADDITIONAL INSTRUCTIONS) which reflects the method of transportation utilized in the execution of the PCS orders. The first character of the code should come from column (a) and the second character from column (b). The MDTVL code must be provided for the Intermediate Duty Stations and Ultimate Permanent Duty stations.

Example: PA = Travel by Private Auto

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BLOCK 12 - NATURE OF DUTY: Enter the reason member is reporting to the intermediate duty station. See "NATURE OF DUTY" in Abbreviations Section on reverse side of form.

Example: TEMDUINS or TEMDU

BLOCK 13 - CLCVN DATE: Enter the class convening date for the course of instruction.

BLOCK 14 - DURATION TD/TDI: Enter the estimated number of days or weeks ordered to the associated TEMDUINS intermediate duty station or the estimated number of days or weeks at the TEMDU intermediate duty station.

Example: GRAD DATE less CLCVN DATE = DURATION OF TDI (21 FEB 88 TO 11 DEC 88 = 73 DAYS)

BLOCK 15 - LEAVE PERIODS: Provide an estimate of any leave periods anticipated prior, during and/or between intermediate duty assignments.

BLOCK 16 - ULTIMATE PERMANENT DUTY STATION: Enter the complete name of the ultimate activity to which member is ordered to report.

BLOCK 17 - HOMEPORT: Enter homeport of ultimate duty station.

BLOCK 18 - DEPLOYED: If ultimate duty station is deployed (ship, squadron or mobile unit), provide geographical location by checking appropriate block.

ILLUSTRATION #10 includes examples for blocks 6 thru 8 and provides a comparison between the member's itinerary as it appears on the Standard Transfer Order with the completed portion of the member's itinerary section of the associated NAVPERS 7041/1.

PART II - DEPENDENTS ITINERARY

BLOCK 19 - MARITAL STATUS: Indicate if member is single or married.

BLOCK 20 - WILL DEPENDENTS MOVE: Indicate if dependents will accompany member in their PCS move.

BLOCK 21 - NUMBER OF DEPENDENTS MOVING BY AGE GROUP: Indicate the number of dependents by age group. Spouse should be included in the 12 yrs. & over.

BLOCK 22 - DESIGNATED PLACE: If member is ordered to an overseas duty on PCS orders, indicate whether dependents will be awaiting entry approval or established permanent residency. Provide the actual location (CITY/STATE) of the new permanent resident determined by the member and their dependents.

BLOCK 23 - DATE: Provide anticipated month/year of dependent's movement.

BLOCK 24 - FROM: Provide location (CITY/STATE/CNTRY) where travel commences.

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BLOCK 25 - TO: Provide location (CITY/STATE/CNTRY) where travel terminates. Include all movements to locations that are leave points and ports of embarkation and debarkation.

BLOCK 26 - MDTVL: Enter two-digit Mode of Travel code contained on reverse side of form (SECTION I/II ADDITIONAL INSTRUCTIONS) which reflects method of transportation utilized by dependents. MDTVL code constructed in the same manner as described in member itinerary, Block 11.

ILLUSTRATIONS #11A, 11B and 11C include examples for Blocks 19 thru 26 and provides background information concerning dependents and their movements as ultimately reflected on the NAVPERS 7041/1.

PART III - HOUSEHOLD GOODS

BLOCK 27 - SHIP. NO.: Provides space for three separate shipments.

BLOCK 28 - DATE SHIPPED FROM OLD PDS: Enter the month/year of the HHG shipment from the old permanent duty station.

BLOCK 29 - EST ARRIVAL AT NEW PDS: Enter month/year household goods are expected to arrive at the new permanent duty station. The Required Delivery Date (RDD) determined by the transportation counselor per information supplied by the member and provisions of the Department of Defense regulations may be used.

BLOCK 30 - METHOD: Enter "C" for Commercial Shipment or "D" for the Do-it-Yourself method. Reverse side of form (Section III) contains these codes.

BLOCK 31 - SHIP FROM: Enter "R" if household goods were shipped from residence or "S" if shipped from storage. Reverse side of form (Section III) contains these codes.

BLOCK 32 - CITY/STATE/CNTRY ORIGIN: Location from which household goods are being shipped.

BLOCK 33 - CITY/STATE/CNTRY ORIGIN: Location where household goods are to be shipped.

BLOCK 34 - ESTIMATED WEIGHT: Enter the total estimated weight of the member's household goods shipment. An accurate estimate of the weight is very important and may prevent an excess-weight shipment. Three methods of estimating the weight are provided below:

- (1) Past experience from a previous shipment of household goods.
- (2) Estimate 1000 lbs. per room.
- (3) DD 1701, Inventory of Household Goods. This form is an inventory of household goods and can be used to estimate the total weight. The DD 1701 can be obtained through the local transportation office.

NOTE: Assistance can be provided by the counselor at the local transportation office in developing an estimate of household goods weight and obtaining information concerning entitlements to ship/store household goods.

BLOCK 35 - SHIPMENT CODE: Enter "HHG" for shipments which contain all or the majority of personal effects and property. Enter "EXP" for those HHGs which are shipped separately from the bulk shipment and are required immediately or soon after the arrival of the member from performance of duty and welfare of their dependents. Reverse side of form (Section III) contains these codes.

NOTE: Complete Blocks 36 through 39 only if storage of household goods is anticipated to be more than 6 months.

BLOCK 36 - ESTIMATED WEIGHT: Enter the estimated weight of household goods to be stored.

BLOCK 37 - DATE STORED: Enter date household goods will enter storage.

BLOCK 38 - EST MOS IN STORAGE: Enter estimated number of months household goods will be in storage.

BLOCK 39 - STORAGE LOCATION: Enter the city/state where goods are to be stored.

ILLUSTRATIONS #12 THROUGH #15 show examples of household goods shipment information as it should appear on the NAVPERS 7041/1.

PART IV - VEHICLES

A. HOUSE TRAILERS

NOTE: The following restrictions regarding the movement of house trailers:

- (1) If the transfer involves a move within the Continental United States and the member is moving a house trailer, the member is not entitled to ship household goods.
- (2) If the member is being transferred to/from overseas, the member may ship household goods to/from overseas and move a house trailer; however, the house trailer cannot be moved outside the Continental United States.

BLOCK 40 - METHOD: Check applicable block (commercial or self) for preferred method of movement.

BLOCK 41 - LOCATION: Provide the location (city/state) that the house trailer is being moved FROM and the location (city/state) that the house trailer is being moved TO. ILLUSTRATION #16 shows an example of a Commercial Trailer Shipment.

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B. PRIVATELY OWNED VEHICLE (POV)

ARE YOU MOVING YOUR POV OR MOTORCYCLE?

(Complete this section only if member is being transferred Overseas)

NOTE: Either a POV or a motorcycle may be shipped overseas as a single vehicle shipment, but not both. If a member wishes to ship both, the motorcycle should be shipped as part of the member's household goods and the POV as a vehicle shipment. When shipping a motorcycle as a household goods, include it in the estimated weight of the household goods shipment.

BLOCK 42 - POV: Check the "YES" box if shipping a POV overseas; otherwise, check the "NO" box.

BLOCK 43 - MOTORCYCLE: Check the "YES" box if shipping a motorcycle overseas; otherwise, check the "NO" box.

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ILLUSTRATION 1

PCS TRAVEL									
NAME (1) <u>DOE JOHN D</u>			SSN (2) <u>123-45-6789</u>		PAY GRADE (3) <u>E5</u>		ORDER NO/AUTHORIZATION <u>B02748</u> (4)		
ACCOUNTING DATA (If in the following blanks—Use accounting data on orders)									
(5) <u>NDK8</u> <u>1781453</u> <u>2252</u> <u>F</u> <u>000022</u> <u>AL</u> <u>DKB</u> <u>11/1/87</u> <u>11/1/87</u> <div style="text-align: right;">COST CODE <u>DKB123456789</u></div>									
COMPLETE DATA BELOW AND SUBMIT THREE DAYS BEFORE DETACHMENT									
I YOUR ITINERARY									
A. PRESENT DUTY STATION (PDS) (6) <u>FLELOG SUPPRON 24 DET, ROTA SPAIN</u>				HOMEPORT (7) <u>ROTA SPAIN</u>		DETACHMENT DATE (8) <u>11/87</u>		IF DEPLOYED ACTUAL LOC (9)	
B. INTERMEDIATE DUTY STATIONS (If more than five use next or 1 on reverse side)									
NAME LOCATION				MDTVL (See Rev. 10)		NATURE OF DUTY (See Rev. 10)		CLCVM DATE	
(10) <u>SHEPPARD AFB, WICHITA FALLS, TX</u>				(11) <u>PA</u>		(12) <u>TEMDUINS</u>		(13) <u>12/11/87</u>	
(14) <u>LITTLE ROCK AFB, LITTLE ROCK, AR</u>				(15) <u>PA</u>		(16) <u>TEMDUINS</u>		(17) <u>71 days</u>	
(18) <u>NAS, N. ISLAND, SAN DIEGO, CA</u>				(19) <u>CP</u>		(20) <u>TEMDUINS</u>		(21) <u>18 days</u>	
(22) <u>4</u>									
(23) <u>5</u>									
C. ULTIMATE PERMANENT DUTY STATION (PDS) (24) <u>NAS PATUXENT RIVER, MD</u>				HOMEPORT (25) <u>PA</u>		IF DEPLOYED CHECK ONE (26) <input checked="" type="checkbox"/> ATLANTIC <input type="checkbox"/> PACIFIC <input type="checkbox"/> INDIAN OCEAN <input type="checkbox"/> CARIBBEAN <input type="checkbox"/> MED			
II DEPENDENTS' ITINERARY									
A. MARITAL STATUS (27) <input checked="" type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED (28) <u>YES</u> (29) <u>NO</u> (30) <u>UNDER 2 YRS</u> (31) <u>7 11 YRS</u> (32) <u>12 YRS & OVER</u> (33) <u>1</u>									
B. DESIGNATED PLACE (Are dependents awaiting entry approval or will they establish a permanent residence? (Provide location))									
<input type="checkbox"/> ENTRY APPROVAL <input type="checkbox"/> PERMANENT RESIDENCE AT (CITY/STATE)									
C. MOVEMENT OF DEPENDENTS (Provide itinerary/See reverse side (SEC 11) for two letter codes of travel (MDTVL))									
(34) <u>DATE</u>		(35) <u>FROM CITY/STATE/CNTRY</u>				(36) <u>TO CITY/STATE/CNTRY</u>		(37) <u>MDTVL (See Rev)</u>	
(38) <u>11/87</u>		(39) <u>ROTA, SPAIN</u>				(40) <u>PHILADELPHIA, PA</u>		(41) <u>GP</u>	
(42) <u>11/87</u>		(43) <u>PHILADELPHIA, PA</u>				(44) <u>DALLAS, TX</u>		(45) <u>CP</u>	
(46) <u>12/88</u>		(47) <u>DALLAS, TX</u>				(48) <u>PATUXENT RIVER, MD</u>		(49) <u>PA</u>	
(50) <u>4</u>									
(51) <u>5</u>									
III HOUSEHOLD GOODS									
A. HOUSEHOLD GOODS (HMG) (Complete block below and on reverse side (SEC 11) for additional instructions if you are shipping HMG)									
(52) <u>SHIP NO</u>	(53) <u>DATE SHIPPED (FROM OLD PDS)</u>	(54) <u>EST ARRIVAL AT NEW PDS</u>	(55) <u>METHOD</u>	(56) <u>SHIP FROM</u>	(57) <u>CITY/STATE/CNTRY ORIGIN</u>	(58) <u>CITY/STATE/CNTRY DESTINATION</u>	(59) <u>ESTIMATED WEIGHT</u>	(60) <u>SHIPMENT CODE</u>	
(61) <u>1</u>	(62) <u>11/87</u>	(63) <u>6/88</u>	(64) <u>C</u>	(65) <u>R</u>	(66) <u>ROTA, SPAIN</u>	(67) <u>DALLAS, TX</u>	(68) <u>300</u>	(69) <u>EXP</u>	
(70) <u>2</u>	(71) <u>11/87</u>	(72) <u>6/88</u>	(73) <u>C</u>	(74) <u>R</u>	(75) <u>ROTA, SPAIN</u>	(76) <u>PAX RIVER, MD</u>	(77) <u>5000</u>	(78) <u>HMG</u>	
(79) <u>3</u>									
B. STORAGE (Complete if storing your HMG for more than six months)									
(80) <u>ESTIMATED WEIGHT</u>		(81) <u>DATE STORED</u>		(82) <u>EST MOS IN STORAGE</u>		(83) <u>STORAGE LOCATION</u>			
(84) <u>36</u>		(85) <u>MO DA YR</u>		(86) <u>37</u>		(87) <u>38</u>			
						(88) <u>CITY STATE</u>			
IV VEHICLES									
A. USE TRAILER (Complete if you are moving a house trailer) Check one									
(89) <u>40</u>		<input type="checkbox"/> COMMERCIAL		LOCATION FROM (City/State)		(90) <u>41</u>			
		<input type="checkbox"/> SELF		TO (City/State)					
B. ARE YOU MOVING YOUR POV OR MOTORCYCLE?									
(91) <u>42</u>		POV <input type="checkbox"/> YES <input type="checkbox"/> NO		(92) <u>43</u>		MOTORCYCLE <input type="checkbox"/> YES <input type="checkbox"/> NO			

NAVPER 7041.1 (Rev. 10-84)

5/4 0106 LF 0704106

ILLUSTRATION 1A

SECTION I. YOUR ITINERARY (CONT'D)					
NAME/LOCATION:	MDTVL:	NATURE OF DUTY:	CLCVN DATE:	DURATION TD/TDI:	LEAVE PERIODS:
6					
7					
8					
9					
10					

SECTION I/II MEMBER/DEPENDENTS' ITINERARY (ADDITIONAL INSTRUCTIONS)	
<p style="text-align: center;"><u>TWO-LETTER MODES OF TRAVEL</u></p> <p style="text-align: center;">(a) 1st letter</p> <p>T - TRANSPORTATION REQUEST</p> <p>G - GOVERNMENT TRANSPORTATION</p> <p>C - COMMERCIAL TRANSPORTATION</p> <p>P - PRIVATE VEHICLE</p>	<p style="text-align: center;"><u>(MDTVL)</u></p> <p style="text-align: center;">(b) 2nd letter</p> <p>A - AUTO</p> <p>B - BUS</p> <p>R - RAIL</p> <p>V - VESSEL</p> <p>P - PLANE</p>

SECTION III. HOUSEHOLD GOODS (ADDITIONAL INSTRUCTIONS)	
METHOD	Use "C" for Commercial Shipments or "D" for Do It Yourself Shipments (DITY).
SHIP FROM:	Use "R" if shipped from Residence or "S" if shipped from Storage.
ESTIMATED WEIGHT	Estimate 1000 lbs per room or estimate weight from previous shipments. Your transportation officer can help you with shipping and storage entitlements.
SHIPMENT CODE	Use "HHG" for Household Goods or "EXP" for Express Shipments.

ABBREVIATIONS			
CLCVN:	Class Convening Date	PCSVAD:	Permanent Change of Station Variance Analysis
CNTRY:	Country		Department
DITY	Do It Yourself Shipments	PDS:	Permanent Duty Station
EST	Estimated/Estimation	POV:	Privately Owned Vehicle
EXP	Express Shipments	SHIP:	Shipment
HHG	Household Goods	SSN:	Social Security Number
LOC	Location	TD:	Temporary Duty
MDTVL	Mode of Travel	TDI:	Temporary Duty Under Instruction
MED	Mediterranean	WT:	Weight
MOS	Months		
NATURE OF DUTY	Reason for Intermediate Duty Station, e.g. TEMDUINS, TEMDU		
ORDER NO./AUTH	Authority for Permanent Change of Station Transfer - Order Number		
PCS	Permanent Change of Station		

PRIVACY ACT STATEMENT: As the member, you must submit this form. If you don't, administrative action may result. Authority to require this information comes from 5 United States Code 301, Department Regulations, which deals with estimating cost for PCS travel.

Mail to: (window envelopes may be used)

Director
Permanent Change Of Station
Variance Component
1240 East 9th Street, Suite 967
Cleveland, Ohio 44199-2088

Signature of Member

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ILLUSTRATION 2

STANDARD TRANSFER ORDER		STANDARD RECEIPT NO	
612-87		612-87	
PERSUPDET ROTA SPAIN (43498) FOR		OFFICER IN CHARGE	
OFFICER IN CHARGE		FLETC/SUPPON TWO FOUR DET (UIC: 30657) ROTA SPAIN	
BUPERS TC 8153/29		ETC: A/DK/VT	
AND NO OTHERS		AMS/EA (8278/8718)	

PCS TRAVEL			
NAME	SSN	PAY GRADE	ORDER NO/AUTHORIZATION
1	2	3	4
ACCOUNTING DATA (if in the following format - use accounting data on orders)			5
5			6
COST CODE			7

ILLUSTRATION 3

***** DATA CONTAINED HEREIN ARE SUBJECT TO THE PRIVACY ACT OF 1976
 ***** AFFORD PROTECTION IAW SECNAVINST 5211.58 *****
 STANDARD TRANSFER DIRECTIVE
 AUTHORITY: BUPERS TC 83186/01

ORIG ORDERS 86 NOV 25
 ORDER NUMBER 17166-86

E-8 ETS
 061-64-0654 (0000/9901) USN

SERVICE SCHOOL COMMAND
 BLDG 520 NYC
 GREAT LAKES IL 00000-5521

PEBD: 85 JUN 04 EADSI: 89 JUN PRD: 90 FEB

UTC: 30626

PCS TRAVEL			
NAME	SSN	PAY GRADE	ORDER NO/AUTHORIZATION
1	2	3	4
ACCOUNTING DATA (if in the following format - use accounting data on orders)			5
5			6
COST CODE			7

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ILLUSTRATION 4

DEPARTMENT OF THE NAVY

 PERSONNEL SUPPORT ACTIVITY DETACHMENT
 NAVAL STATION
 NORFOLK, VIRGINIA 23511-5118

 PED 05/51:nnh
 1326
 DLNOVAL

 From: Officer in Charge, Personnel Support Activity Detachment, Naval
 Station Norfolk, VA 23511-5118

To: ET2

Subj: Order Modification

Ref: (a) BUPERS EPAD TC 2466 DTG 05SEP86

(b) BUPERS TC 62516/0

1. In accordance with Ref (a), Ref (b) is modified to read:

PCSTRAVEL									
NAME ①	SSN ②	PAY GRADE ③	ORDER NO/AUTHORIZATION ④ B 2516/Q1						
ACCOUNTING DATA (fill in the following boxes - use accounting data on orders)									
⑤									
								COST CODE	

ILLUSTRATION 5

RTTUZYUW RUEAHP2276 3140257-UUUU--RUMTPAA.

ZNR UUUUU

R 230920Z APR 87 ZYB

FM CNAVPER5 WASHINGTON DC

TO RUMTPAA/PERSUPPDET BEEVILLE TX

RUMTPAA/HAS CHASE FIELD BEEVILLE TX

RUMFAAA/PERSUPPDET NORTH ISLAND CA

RUMFAAA/PASOTRACUPAC SAN DIEGO CA

RUMHSPA/PERSUPPDET LENOORE CA

INFO RUMTHBJ/CHATRA CORPUS CHRISTI TX

RUMTPAA/CONTRAVING THREE BEEVILLE TX

RUMTPAA/TRARON TWO FOUR BEEVILLE TX

BT

UNCLAS //NO1321//

SUBJ: BUPERS ORDER 1137

71390

CHANGE DUTY ORDER FOR

ENS

USN

NNPC432N NNPC433E NNPC433A NNPC472C

DETACHING. NAME: STU HAS CHASE FIELD TEX

WIC: 38781

EDD: MAY 87 ACC: 340 D-DESIG: 1392 D-RANK: LTJG

WHEN DIRECTED BY REPORTING SENIOR, DETACH IN MAY 87 FROM
DUTY UNDER INSTRUCTION IN A FLYING STATUS INVOLVING OPERATIONAL OR

PCSTRAVEL									
NAME ①	SSN ②	PAY GRADE ③	ORDER NO/AUTHORIZATION ④ 1137						
ACCOUNTING DATA (fill in the following boxes - use accounting data on orders)									
⑤									
								COST CODE	

Enclosure (1)

3-12

U N C L A S S I F I E D

ORIGINAL

ACCOUNTING DATA: CH4 17 453.2251 R 000022 AB 3R4/3/D/P 3R4123456789
 ANY PORTION OF PEN FEE EARNED FOR SCHOOL TRAINING OF LESS THAN 20
 WEEKS PERFORMED DURING FISCAL YEAR 1985, CHARGE: 751004.2200 000

POST TRAVEL																													
NAME				SSN		PAY GRADE		ORDER NO./AUTHORIZATION																					
ACCOUNTING																													
<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> </table>										1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10																				
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<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> </table>										1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10																				
1	2	3	4	5	6	7	8	9	10																				

PHY QUAL FOR TRANS IAN MILPERSMAN 1830180 AND 1830200

ACCOUNTING DATA:
 PES: NCL7 1771004.2280 000022 AN CL76/2/F CL7012345678
 TEMDUINS PER DIENS 1771004.2280 000 00022/1 000022 2D CL762F CL7012345678

TRANS ACTIVITY ASSURE LOCATION OF MOBILE UNIT PRIOR TO MEMBER'S TRANSFER.

PCS TRAVEL			
NAME	SSN	PAY GRADE	ORDER NO/AUTHORIZATION
ACCOUNTING DATA (Fill in the remaining blanks - use accounting code on orders.)			
(M/C/Y) (1/2/3/4/5/6/7/8/9) (D) (0/1/2/3/4/5/6/7/8/9) (A/N) (1/2/3/4/5/6/7/8/9) <div style="text-align: right;">COST CODE (1/2/3/4/5/6/7/8/9)</div>			

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ILLUSTRATION 8

REPORTING OFFICE (NAME, ADDRESS, PHONE NO., CITY, STATE, ZIP CODE, COUNTRY)									
NAME	ADDRESS (STREET, CITY, STATE, ZIP CODE)	DATE OF BIRTH	DATE OF DEATH	DATE OF ENTRY	DATE OF EXIT	DATE OF RETURN	DATE OF REENTRY	DATE OF REENTRY	DATE OF REENTRY
1771804.2280	000	00022/1	00022	2D	DF71QB	DF7123456789			
REPORTING OFFICE (NAME, ADDRESS, PHONE NO., CITY, STATE, ZIP CODE, COUNTRY)									
NAME	ADDRESS (STREET, CITY, STATE, ZIP CODE)	DATE OF BIRTH	DATE OF DEATH	DATE OF ENTRY	DATE OF EXIT	DATE OF RETURN	DATE OF REENTRY	DATE OF REENTRY	DATE OF REENTRY
1771804.2280	000	00022/1	00022	2D	DF71QB	DF7123456789			

PCSTRAVEL			
NAME	SSN	PAY GRADE	ORDER NO/AUTHORIZATION
ACCOUNTING DATA: IF IN THE FOLLOWING BOXES - USE ACCOUNTING DATA ON ORDERS:			
INDEF 1219114531212152 F 0000122 AM INDEF 111110118 COST CODE INDEF 11121545617891			

ILLUSTRATION 9

PCS ACCOUNTING DATA CHECK POINTS

MPN ACCOUNTING DATA

THESE FOUR CHARACTERS MUST ALWAYS BE THE SAME

NDG8 1781454.2252 G 000022 AM DG8 /1/A/A DG8987654321

THESE FOUR CHARACTERS MUST ALWAYS BE THE SAME

STANDARD TRAFFIC FOR CORDON
 THE VEHICLE IS STOPPED AT THE CORDON AND THE DRIVER IS TOLD TO STOP THE CAR

[illegible]

CHUCKLE AT DIRECTION AND DEPTH TO THE FOLLOWING STATIONS ON THE NORTH COAST:

MISCELLANEOUS LOADMASTER TRAINING, [SHERBO AFB, WICHITA FALL, TX] (STUDENTS) TO ATTEND LOADMASTER TRNG. CLOWN: 11DEC87 (ACC:341) GRC: 124355 RPT NLT 10DEC87 (UTC:39399)		TEMPORARY DUTY UNDER INSTRUCTION
US AIR FORCE BASE, LITTLE ROCK, AR (STUDENTS) TO ATTEND CLASS 8410. [CLOWN: 26FEB88] (ACC:341) [GRAD: 08MAY88] RPT NLT 27FEB88 (UTC:39053)		TEMPORARY DUTY UNDER INSTRUCTION
FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP PACIFIC, [NAS N. ISLAND, SAN DIEGO CA] (STUDENTS) TO ATTEND PASCO TRNG. CLOWN: 22MAY88 (ACC:341) [GRAD: 08JUN88] RPT NLT 20MAY88 (UTC:30669)		TEMPORARY DUTY UNDER INSTRUCTION
FLEET AIR RECONNAISSANCE SQUADRON-VQ 4 SEA DUTY DET [NAS PATUXENT RIVER, MD] (ACC:100) (UTC:42065)		FOR DUTY DIRECTION
30	TT:01 PT:04	35JUN88 2400

COMPLETE DATA BEING AND SUPPLEMENTARY BEFORE DETACHMENT					
1. TOUR ITINERARY					
2. PRESENTATION STATION, (1)	3. DEPARTURE	4. INDEPARTMENT DATE	5. EMPLOYED ACTUAL LOC (9)		
FILELOC SUPPOR 24 DET, NOTA SPAIN	NOTA, SPAIN (7)	11/87			
6. INTERMEDIATE STATION, (1)	7. DATE	8. NATURE OF TRIP	9. DATE	10. DURATION	11. DATE
SHEPPARD AFB, WICHITA FALLS, TX	PA	TEMPDURS	2/11/87	13 days	11/28 - 12/8/87
LITTLE ROCK AFB, LITTLE ROCK, AR	PA	TEMPDURS	2/28/88	71 days	
3. HAS, W. ISLAND, SAN DIEGO, CA	CP	TEMPDURS	5/22/88	18 days	6/10 - 6/13/88
4. HAS PATUXENT RIVER, MD	PA		12. IF EMPLOYED CHECK ONE: (12) <input type="checkbox"/> PACIFIC <input type="checkbox"/> ATLANTIC <input type="checkbox"/> CARIBBEAN <input type="checkbox"/> OTHER		

ILLUSTRATION 11B

DEPENDENTS INFORMATION

- MEMBER MARRIED
- WILL MOVE DEPENDENTS
- THREE DEPENDENTS: SPOUSE - AGE 28
CHILD - AGE 9
CHILD - AGE 1
- DEPENDENTS MOVEMENT:
FROM: SAN DIEGO
TO: CLEVELAND, OHIO - AWAITING ENTRY APPROVAL
TO: ICELAND
- | |
|-----------------------|
| ENTRY APPROVAL |
| MOVEMENT OF DEPENDENT |
| DATE |
| 1/00, San Diego |
| 1/00, Cleveland |
| 1/00, Philadelphia |

H DEPENDENTS' ITINERARY			
A. MARITAL STATUS		B. ALL DEPENDENTS MUST	
<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED		WITH ALL DEPENDENTS TRAVELING BY AGE GROUP <input type="checkbox"/> 18 YRS <input type="checkbox"/> 1 YRS <input type="checkbox"/> 1 YRS <input type="checkbox"/> 2 YRS <input type="checkbox"/> 2 YRS <input type="checkbox"/> 12 YRS OVER	
C. DESIGNATED PLACE AND DEPENDENTS: Submit only address of all the children's permanent residence; provide location			
<input checked="" type="checkbox"/> ENTRY APPROVAL		<input type="checkbox"/> PERMANENT RESIDENCY BY CITY/STATE:	
D. MOVEMENT OF DEPENDENTS: Provide itinerary See reverse side. SEC 8 for full letter modes of travel available			
DATE	TRIP CITY/STATE/CTRY	TO CITY/STATE/CTRY	
11/87	ROTA, SPAIN	PHILADELPHIA, PA	
11/87	PHILADELPHIA, PA	DALLAS, TX	
6/88	DALLAS, TX	FATUXENT RIVER, MD	

II DEPENDENT ITINERARY			
A MARITAL STATUS		ALL DEPENDENTS MUST INDICATE NUMBER OF DEPENDENTS MOVING BY AGE GROUP	
<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED		YES <input type="checkbox"/> NO <input type="checkbox"/> UNDER 2 YRS <input type="checkbox"/> 2 YRS - 11 YRS <input type="checkbox"/> 12 YRS & OVER <input type="checkbox"/>	
DESIGNATED PLACE OF RESIDENCE: (Indicate the address of the dependent's permanent residence. Provide location)			
<input checked="" type="checkbox"/> ENTRY APPROVAL		<input type="checkbox"/> PERMANENT RESIDENCE AT CITY/STATE: Cleveland, Ohio	
B MOVEMENT OF DEPENDENT(S) Provide temporary location for each dependent (SEE INSTRUCTIONS FOR MORE DETAILS)			
DATE	FROM CITY/STATE/COUNTRY	TO CITY/STATE/COUNTRY	MO /S
1/88	San Diego, CA	Cleveland, OH	PA
3/88	Cleveland, OH	Philadelphia, PA	CA
3/88	Philadelphia, PA	Iceland	CA

ILLUSTRATION 110

DEPENDENTS INFORMATION

- MEMBER MARRIED
- WILL MOVE DEPENDENTS TO DESIGNATED PLACE
- THREE DEPENDENTS:
 - SPOUSE - AGE 28
 - CHILD - AGE 9
 - CHILD - AGE 1
- DEPENDENTS MOVEMENT:
 - FROM: SEATTLE, WA
 - TO: WASH. D.C.

II DEPENDENTS' ITINERARY			
A MARITAL STATUS		B ALL DEPENDENTS MOVING	
<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED		INDICATE NUMBER OF DEPENDENTS MOVING BY AGE GROUP <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO UNDER 3 YRS 3 YRS AND OVER 12 YRS AND OVER	
C DESIGNATED PLACE Are dependents leaving entry country or will they establish a permanent residence? (Specify location)			
<input type="checkbox"/> ENTRY APPROVAL <input checked="" type="checkbox"/> PERMANENT RESIDENCE AT CITY/STATE Wash. D.C.			
D MOVEMENT OF DEPENDENTS: Provide itinerary. See reverse side. SEC BR has final review of travel itinerary.			
DATE	FROM CITY/STATE/COUNTRY	TO CITY/STATE/COUNTRY	NO. (1000)
1/7/68	Seattle, Wash.	Wash. D.C.	1

- TWO HHG SHIPMENTS: #1 FROM RESIDENCE
 #2 OUT OF STORAGE

- SHIPMENTS: #1 ROTA, SPAIN TO SAN DIEGO
 #2 WASHINGTON, D.C. TO SAN DIEGO

- ESTIMATED WEIGHTS: SHIPMENT #1 2000 LBS.
 SHIPMENT #2 6000 LBS.

B HOUSEHOLD GOODS										
A HOUSEHOLD GOODS FROM COUNTRY OF ORIGIN AND ARRIVAL DATE BY AIR MAIL FOR DELIVERY DESTINATION IF YOU ARE SHIPPING HOME:										
SERIAL NO.	DATE SHIPPED FROM OLD PDS	EST. ARRIVAL AT NEW PDS	CNTY- ORIG	STATE- FROM	CITY STATE-CNTY ORIGIN	CITY-STATE-CNTY DESTINATION	ESTIMATED WEIGHT	DWIGHT CODE		
1	2/15/88	4/30/88	C	R	MOLA, Spain	San Diego, CA	2000	NBU		
2	2/88	4/30/88	C	S	Washington, D.C.	San Diego, CA	6000	NBU		
3										

B STORAGE Complete if storing your home for more than six months :

ESTIMATED WEIGHT	DATE STORED MO DA YR	EST MOOS IN STORAGE	STORAGE LOCATION CITY / STATE

- TWO SHIPMENTS: ONE EXPRESS, ONE HMC
- SHIPMENTS: HMC - ROTA, SPAIN TO PATUXENT RIVER, MD
EXP - ROTA, SPAIN TO DALLAS, TX
- ESTIMATED WEIGHTS: HMC - 5000 LBS.
EXPRESS - 300 LBS.

[illegible]

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ILLUSTRATION 14HOUSEHOLD GOODS INFORMATION

- TWO HHG SHIPMENTS: 01 TO NEW RESIDENCE
 02 TO STORAGE
- SHIPMENTS: 01 SAN DIEGO TO JAPAN
 02 STORAGE - SAN DIEGO
- ESTIMATED WEIGHTS: 01 3000 LBS.
 02 9000 LBS.

III HOUSEHOLD GOODS									
A HOUSEHOLD GOODS (HHG) (Complete this form and use together with SEC III for HHG shipment instructions if you are shipping HHG)									
SHIP NO	DATE SHIPPED FROM OLD PDS	EST ARRIVAL AT NEW PDS	METHOD	SHIP FROM	CITY STATE ENTRY ORIGIN	CITY STATE ENTRY DESTINATION	ESTIMATED WEIGHT	SHIPMENT CODE	
1	3/5/88	5/30/88	C	R	San Diego, CA	Yokosuka, JA	3000	HHG	
2									
3									

B STORAGE (Complete if shipping your HHG to more than one location)									
ESTIMATED WEIGHT			DATE STORED			EST MOS IN STORAGE		STORAGE LOCATION	
NO	DA	VR	NO	DA	VR	EST MOS IN STORAGE	CITY	STATE	
1	5	0	0	0	3	0	5	8	16
							San Diego	CA	

ILLUSTRATION 15HOUSEHOLD GOODS INFORMATION

- DO-IT-YOURSELF (DITY) SHIPMENT
- ESTIMATED WEIGHT: 3000 LBS.
- SHIPMENT: FROM - SAN DIEGO, CA
 TO - JACKSONVILLE, FL

III HOUSEHOLD GOODS									
A HOUSEHOLD GOODS (HHG) (Complete this form and use together with SEC III for HHG shipment instructions if you are shipping HHG)									
SHIP NO	DATE SHIPPED FROM OLD PDS	EST ARRIVAL AT NEW PDS	METHOD	SHIP FROM	CITY STATE ENTRY ORIGIN	CITY STATE ENTRY DESTINATION	ESTIMATED WEIGHT	SHIPMENT CODE	
1	1/15/88	1/22/88	D	R	San Diego, CA	Jacksonville, FL	3000	HHG	
2									
3									

B STORAGE (Complete if shipping your HHG to more than one location)									
ESTIMATED WEIGHT			DATE STORED			EST MOS IN STORAGE		STORAGE LOCATION	
NO	DA	VR	NO	DA	VR	EST MOS IN STORAGE	CITY	STATE	

ILLUSTRATION 16TRAILER SHIPMENT

- COMMERCIAL SHIPMENT
- MOVEMENT: FROM: NEW ORLEANS, LA
 TO: -CORPUS CHRISTI, TX

IV VEHICLES									
A HOUSE TRAILER (Complete if you are moving a house trailer) (Check one)									
METHOD <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> MIL		LOCATION FROM (City/State) <u>New Orleans, LA</u> TO (City/State) <u>Corpus Christi, TX</u>							
B ARE YOU MOVING YOUR POV OR MOTORCYCLE?									
POV <input type="checkbox"/> YES <input type="checkbox"/> NO		MOTORCYCLE <input type="checkbox"/> YES <input type="checkbox"/> NO							

DAVP 85-1 (Rev 10-80)

DA FORM 1-7 (7-79-410)

GUIDELINES FOR SUBMISSION OF NAVPERS 7041/1. PCS TRAVEL (TRAVEL
INFORMATION FORM (TIF)) FOR ACCESSION TRAVEL OF RECRUITS

TYPE OF ASSIGNMENT	COMMAND TO SUBMIT THE FORM(S)
From Home or MEPS to Recruit Training Center (Boot Camp)	Not Required
From Recruit Training Center (Boot camp) to First Permanent Duty Station	Recruit Training Center
From Recruit Training Center (Boot camp) to Duty Under Instruction where the length of the course (or courses) of instruction is a cumulative duration of 20 weeks or more	Recruit Training Center
From Recruit Training Center (Boot camp) to Temporary Duty/Temporary Duty Under Instruction when the orders <u>DO NOT</u> designate a Permanent Duty Station	Not Required
From Temporary Duty/Temporary Duty Under Instruction to Duty Under Instruction where the length of the course (or courses) of instruction is a cumulative duration of 20 weeks or more	School or Installation where the duty under instruction is to be performed - itinerary should be from the Recruit Training Center via any temporary duty/temporary duty under instructions
From Temporary Duty/Temporary Duty Under Instruction to Temporary Duty/Temporary Duty Under Instruction when the orders <u>DO NOT</u> designate a Permanent Duty Station	Not Required
From Temporary Duty/Temporary Duty Under Instruction to First Permanent Duty Station	Permanent Duty Station - itinerary should be from the Recruit Training Center via any temporary duty/temporary duty under instructions.

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CHAPTER III - SECTION III

NAVPERS 7041/1, PCS TRAVEL

TRAVEL PRIOR TO OR WITHOUT THE ISSUANCE OF A PCS ORDER

1. Expenses under various circumstances may be incurred prior to, or without, issuance of a PCS order or for member who is interned, missing or captured for the following classifications under the authority of Joint Federal Travel Regulations (JFTR):

CLASSIFICATIONS

	<u>AUTHORITY</u>	<u>CIC Chart Page No.</u>		<u>Acctg. Guide Page No.</u>	
<u>OPERATIONAL Travel, Land</u> <u>(Miscellaneous)</u> <u>(Not to be used for member's travel)</u>	JFTR, Vol 1 - Chapter 5, Parts C, D, E, F and Chapter 6, Part B.	<u>Officer</u> 2-35	<u>Enlisted</u> 2-69	<u>Officer</u> 2-34	<u>Enlisted</u> 2-68
<u>ROTATIONAL Travel To and From</u> <u>Overseas, (Miscellaneous)</u> <u>(Not to be used for member's travel)</u>	JFTR, Vol 1 - Chapter 5, Parts C, D, E, and F.	<u>Officer</u> 2-37	<u>Enlisted</u> 2-71	<u>Officer</u> 2-36	<u>Enlisted</u> 2-70
<u>ROTATIONAL Travel To and From</u> <u>Overseas, (Evacuation)</u> <u>(Not to be used for member's travel)</u>	JFTR, Vol 1 - Chapter 6	<u>Officer</u> 2-39	<u>Enlisted</u> 2-73	<u>Officer</u> 2-38	<u>Enlisted</u> 2-72

2. When commands authorize the incurring of permanent change of station expenses for travel of dependents and/or shipment of personal property under the above classifications, they will ensure that officer and enlisted members or-- in case of member being officially reported as injured, missing, interned, detained or captured--the applicable command will:

a. Complete all applicable items on the NAVPERS 7041/1, including the CIC as constructed under Chapter II - Section IV of this Guide.

b. Assure completion of all items on the back of form.

c. Forward a NAVPERS 7041/1, with a copy of the document authorizing the expense to be incurred, to Director, R) Permanent Change R) of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088.

d. Follow accounting data assignment procedures as set forth in paragraph 2 and paragraph 3, subparagraphs a through f, Chapter II - Section IV of this Guide.

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CHAPTER III - SECTION IVNAVPERS 7041/1, PCS TRAVELTRAVEL INCIDENT TO A CHANGE OF HOMEPORT OF A SHIP OR
SHIP-BASED STAFF OR PERMANENT STATION OF A MOBILE UNIT

1. When travel of member and/or dependents and shipment of personal property is performed incident to a CHANGE of homeport of a ship or ship-based staff, or CHANGE of a permanent station of a mobile unit, the commanding officer issuing travel orders and/or certificates to naval personnel per U.S. Navy Travel Instruction (NTI), paragraph 7155, shall within 3 days after the effective date shown in the Chief of Naval Operations (CNO) directive ordering the change, prepare and forward to the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088 a package containing: (R)
(R)

a. A NAVPERS 7041/1 completed by each officer and enlisted member, who will travel and/or who will move their dependents, ship personal property along with a copy of travel orders and/or certificates. Commands will ensure to:

(1) Include in the NAVPERS 7041/1 a CIC constructed in accordance with the following travel classifications as appropriate:

	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
(a) Organized Unit, Land, Officer	<u>2-31</u>	<u>2-30</u>
(b) Organized Unit, To and From Overseas, Officer	<u>2-33</u>	<u>2-32</u>
(c) Organized Unit, Land, Enlisted	<u>2-65</u>	<u>2-64</u>
(d) Organized Unit, To and From Overseas, Enlisted	<u>2-67</u>	<u>2-66</u>

(2) Follow accounting data development procedures set forth in paragraph 2 and paragraph 3, subparagraphs a through f, Chapter II - Section IV of this guide for officers and enlisted members respectively.

(3) Verify that the CIC entered in the NAVPERS 7041/1 is identical with the CIC shown in accounting data of the member's travel order and/or certificate.

b. A letter indicating the number of NAVPERS 7041/1 submitted in connection with the change of homeport of a ship or ship-based staff, or change of permanent station of a mobile unit.

2. Naval personnel moving before or after the time stated in paragraph 1, above, MUST submit a NAVPERS 7041/1 showing intent of personal and/or dependent travel, and shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and/or dependents.

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3. When a member is not being moved in squadron aircraft or with the ship (such as ON and OFF crews), and travel of member and/or dependents and shipment of personal property is authorized, the following statement MUST appear in the travel orders:

"Movement of dependents, shipment of personal property, and dislocation allowance payment will be accomplished on a change of homeport certification and not on these travel orders."

4. If travel orders or certificates are not issued, a negative report will be submitted within the same time interval.

5. For initial assignment of homeport of a ship or ship-based staff, refer to Section VI of this chapter for guidance and direction.

CHAPTER III - SECTION V

NAVPERS 7041/1, PCS TRAVEL

MIDSHIPMEN

The U.S. Naval Academy will ensure that all applicable items in the NAVPERS 7041/1 are completed for each Midshipman. As applicable, the CIC will be extracted from travel orders or will be constructed according to paragraph 3b, items (1) through (5), Chapter II - Section IV of this guide. In the execution of travel orders, the NAVPERS 7041/1 will be submitted by the U.S. Naval Academy according to Chapter III - Section I of this guide under the following conditions:

Civilians and/or military personnel appointed to the U.S. Naval Academy at Annapolis, Maryland, and individuals (from civilian life) who travel to the Naval Academy but fail to pass the entrance examination and are required to return home.

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CHAPTER III - SECTION VI

NAVPERS 7041/1, PCS TRAVEL

TRAVEL INCIDENT TO THE INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF

1. When travel of member and/or dependents, and shipment of personal property is performed incident to an INITIAL assignment of homeport of a ship or ship-based staff, the commanding officer--when authorized to issue travel orders to naval personnel by the Chief of Naval Personnel--shall, within 3 days after the effective date shown in the CNO directive assigning an initial homeport, prepare and forward to the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088 a package containing:
- R) Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088 a package containing:

a. NAVPERS 7041/1 completed by each member who will travel and/or who will move their dependents, ship personal property along with a copy of the travel orders. Ensure to:

- (1) Include in the NAVPERS 7041/1 a CIC constructed according to the following travel classifications only as appropriate:

	<u>CIC CHART</u> <u>PAGE NO.</u>	<u>ACCOUNTING GUIDE</u> <u>PAGE NO.</u>
(a) Operational, (General) Land, Officer	2-21	2-20
(b) Rotational, (General) To and From Overseas, Officer	2-24 & 25	2-23
(c) Operational, (General) Land, Enlisted	2-55 & 56	2-54
(d) Rotational, (General) To and From Overseas Enlisted	2-58 & 59	2-57

- (2) Follow accounting data development procedures as set forth in paragraphs 2 and 3, subparagraphs a through f, Chapter II - Section IV of this guide for officers and enlisted members, respectively.

b. A letter indicating the number of NAVPERS 7041/1 submitted in connection with initial assignment of homeport of a ship or ship-based staff.

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2. Naval personnel moving before or after the time stated in paragraph 1, above, MUST submit a NAVPERS 7041/1 showing intent of personal and/or dependent's travel as well as shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and/or dependents.

3. In case of ships having both ON and OFF crews where travel of dependents and shipment of personal property is authorized, the travel order for each new member will be substantially worded as follows:

a. ON CREW-OFFICER: Upon commissioning (name of ship and hull designator) detach all previously assigned duties in connection with conversion, fitting out (CFO); report Commanding Officer (BLUE), or (GOLD), (name of ship and hull designator), for duty.

b. OFF CREW-OFFICER: Upon commissioning (name of ship and hull designator) detach all previously assigned duties in connection with conversion, fitting out (CFO); report Commanding Officer (BLUE), or (GOLD), (name of ship and hull designator), for duty. When directed, proceed (location of homeport); on arrival, continue present duties.

c. ON CREW-ENLISTED: Effective on date of commission, transfer all personnel on board (name of ship and hull designator) precommissioning unit duty CFO to Commanding Officer, (name of ship and hull designator) (BLUE or GOLD as appropriate) for duty, at (location of homeport).

d. OFF CREW-ENLISTED: Effective on date of commission, transfer all personnel on board (name of ship and hull designator) precom unit duty CFO to CO, USS (name of ship and hull designator) (BLUE or GOLD as appropriate) for duty, at (location of homeport).

4. If travel orders are not issued, a negative report will be submitted within the same time interval.

5. For CHANGE of homeport of a ship or ship-based staff, CHANGE of a permanent station of a mobile unit, refer to Section IV of this chapter for guidance and direction.

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CHAPTER III - SECTION VII

NAVPERS 7041/1, PCS TRAVEL

TRAVEL INCIDENT TO RELOCATION OF A SHORE-BASED ACTIVITY

1. When travel of member and/or dependents and shipment of personal property is performed incident to RELOCATION of a shore-based activity, the commanding officer--when authorized to issue travel orders to naval personnel by the Chief of Naval Personnel--shall, within 3 days after the effective date shown in the SECNAV or CNO directive R) relocating the shore-based activity, prepare and forward to the Director, Permanent Change of Station Variance Component, R) 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088 a package containing:

a. A NAVPERS 7041/1 completed by each member who will travel and/or who will move their dependents and ship personal property, along with a copy of the travel orders. Ensure to:

(1) Include in the NAVPERS 7041/1 a CIC constructed according to the following travel classifications only as appropriate:

	<u>CIC CHART</u> <u>PAGE NO.</u>	<u>ACCOUNTING GUIDE</u> <u>PAGE NO.</u>
(a) Organized Unit, Land, Officer	2-31	2-30
(b) Organized Unit, To and From Overseas, Officer	2-33	2-32
(c) Organized Unit, Land, Enlisted	2-65	2-64
(d) Organized Unit, To and From Overseas, Enlisted	2-67	2-66

(2) Follow accounting data development procedures as set forth in paragraphs 2 and 3, subparagraphs a through f, Chapter II - Section IV of this guide for officers and enlisted members, respectively.

(3) Verify that the CIC entered in the NAVPERS 7041/1 is identical with the CIC shown in the accounting data of the member's travel orders.

b. A letter indicating the number of NAVPERS 7041/1's submitted in connection with relocation of the shore-based activity.

2. Naval personnel moving before or after the time stated in paragraph 1 above MUST submit a NAVPERS 7041/1 showing intent of personal and/or dependent's travel and shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and/or dependent.

3. If travel orders are not issued, a negative report will be submitted within the same time interval.

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CHAPTER IV - SECTION IRECALL TO ACTIVE DUTY ORDERS FOR ENLISTED NAVAL RESERVISTS

(R)

INCLUDING TEMPORARY ACTIVE DUTY (TEMACDU)

1. Commander, Naval Reserve Force or Naval Reserve Commands authorizing orders to be written to enlisted Naval Reservists ordered to active duty or temporary active duty (TEMACDU) according to Chapter 21 of Enlisted Transfer Manual (TRANSMAN) (NAVPERS 15909C) and Commanding Officer, Naval Reserve Personnel Center authorizing orders to be written to Naval Reservists ordered to active duty and assignment to authorized Training and Administration of Naval Reserve (TAR) billets (Air and Surface Programs) per Chapter 22 of TRANSMAN will:

a. Prior to the beginning of each fiscal year, assign a block of order numbers to each order-writing activity and advise the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088 of the block of numbers so assigned. (R)

b. Initiate a new numbering system beginning with the number "one" at commencement of each fiscal year.

2. Activities preparing orders will:

a. Consecutively number the active duty orders issued during each fiscal year within the block of numbers assigned and maintain a control file in order number sequence to ensure that all numbers are issued and used in their proper sequence. Each order number may be followed by an alpha letter commencing with the letter "A" to identify different types of active duty orders; for example, (1A), (1B), etc.

b. Precede each order number by their Unit Identification Code (UIC) and follow the UIC by two characters of the fiscal year in which the member is scheduled to travel; e.g., 63139/1A/77, 63139/1B/77, or 00175/2/77, etc.

c. For general guidance, the following rule should apply in determining whether a cancellation or modification should be utilized:

If active duty orders are written and the Planned Active Duty Date is changed, orders should be cancelled and re-issued at a later date with a new order number.

d. Ensure that order numbers which have been assigned and then cancelled will not be re-issued. Advise the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088 of such unused numbers. (R)

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e. Ensure that only one control number is assigned to a set of orders and that the same number is assigned to each modification or cancellation to preclude duplication of numbers for two different active duty orders.

f. Forward one legible copy of each active duty order issued and executed together with a member's completed NAVPERS 7041/1 as set forth in Chapter III - Section II of this guide. If SF 1169's, U.S. Government Transportation Request, and/or DD 652's, Uniformed Services Meal Ticket, are issued, copy of the order MUST contain a legible endorsement showing TR/MT citation and costs thereof.

g. Forward one legible copy of each order that is modified or cancelled, with a legible copy of the modification or
R) cancellation, to the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH
R) 44199-2088. An additional NAVPERS 7041/1 will not be required for the modification or cancellation. NOTE: If the
modification action changes the date member is ordered to active duty, revised accounting data must be cited.

h. When active duty orders are not completely executed, for any reason (such as, physically disqualified, hardship cases,
R) etc.), and some travel has been performed in connection, advise the Director, Permanent Change of Station Variance Component,
R) 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088, of the portion of the order that was executed.

i. Follow accounting data development procedures as set forth in paragraph 3, subparagraphs a through f, Chapter II-
Section IV of this guide.

R) 3. The Permanent Change of Station Variance Component (PCSV), will establish the necessary controls to ensure receipt of
orders and NAVPERS 7041/1's as follows:

a. Upon receipt of active duty orders, check against the control to determine receipt/non-receipt of the order and/or
NAVPERS 7041/1.

b. Initiate tracer action to ascertain the status of missing order numbers of NAVPERS 7041/1 through the Commander, Naval
Reserve Force; Naval Reserve Readiness Commands; or the Commanding Officer, Naval Reserve Personnel Center.

c. Return orders to the order-writing activity for verification when an order control number is assigned to more than one
set of orders.

d. Maintain a record by month of detachment and fiscal year of active duty orders written by Commander, Naval Reserve
Force; or the Commanding Officer, Naval Reserve Personnel Center.

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CHAPTER V - SECTION IUSE OF SF 1169, U.S. GOVERNMENT TRANSPORTATION REQUEST, FOR BULK PURCHASE
OF BUS TICKETS AND CERTAIN GROUP MOVEMENTS

1. This section applies when issuing a single SF 1169, U.S. Government Transportation Request (GTR), for bulk purchase of local bus tickets (limited to not more than 30 day supply) or group movements via chartered transportation. All orders must indicate that the travel costs are chargeable to Navy PCS appropriation (17-1453.2250/2251/2252/2253/2254/2255 or 17-1405.225A/225D/225L/225R/225T/225U). These procedures do not apply to chartered transportation arrangements for recruit movements from local bus, railroad, or airport terminals by Navy Recruiting Districts/MEPS. Do not include travelers with orders that pertain to other funds on the GTR. Navy Recruiting Districts/MEPS chartering transportation for recruits from local area bus, rail or airport terminals will continue to follow procedures outlined in Navy Travel Instructions (NTI), paragraph 3120.2a.

2. Refer to Table I of this section, column entitled "Month of Purchase - Charter," to determine accounting data to be shown in the Fiscal Data block of the GTR. Insert information in columns 1, 2, 3, 5, 6, 7 and 8 exactly as shown. Determine the entries of columns 4 and 9 as follows:

a. Column 4 - Enter the applicable 5-character functional account number of the member only, selected from paragraph 024283, Navy Comptroller Manual.

<u>FUNCTIONAL ACCOUNT NUMBER (FAN)</u>	<u>TO BE USED WHEN TICKETS PURCHASED FOR</u>
74272	<u>Charter Airplane</u>
74287	<u>Transportation by Government-owned conveyance operated by industrial-commercial activities</u>
74292	<u>Bulk purchase of bus tickets</u>
74292	<u>Charter Bus (public carrier)</u>
74292	<u>Charter Train</u>

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b. Column 9 - Replace "X's" in the cost code as follows:

(1) 5th character - Enter last character of the fiscal year in which the purchase-charter was made.

(2) 6th and 7th characters - Enter code for type of transaction:

<u>CODE</u>	<u>TRANSACTION</u>
10	<u>Bulk purchase of bus tickets</u>
20	<u>Charter Bus (public carrier)</u>
30	<u>Charter Train</u>
40	<u>Charter Airplane</u>
50	<u>Transportation by Government-owned conveyance operated by industrial-commercial activities</u>

(3) 8th through 12th characters - Enter 5-character unit identification code of the activity issuing the GTR. (If less than 5 characters appear, precede the code with zeros.)

NOTE: A typical cost code for the bulk purchase of bus tickets during October 1991 appear as follows:

ZN#J21000190

3. Activities issuing GTR's for bulk purchase of bus tickets will maintain appropriate records to account for each ticket issued against a particular GTR.

CHAPTER V - SECTION I
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

MONTH OF PURCHASE CHARTER	ACCOUNTING DATA TO BE INSERTED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST (GTR) USED FOR BULK PURCHASE OF TICKETS AND CERTAIN GROUP MOVEMENTS								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN		17*1453.2252	21	INSERT	Y	000022	AZ	000000	ZN#AXXXXXXXXXX
FEB		17*1453.2252	21	APPROPRIATE	Y	000022	AZ	000000	ZN#BXXXXXXXXXX
MAR		17*1453.2252	21	NUMBER	Y	000022	AZ	000000	ZN#CXXXXXXXXXX
APR		17*1453.2252	21		Y	000022	AZ	000000	ZN#DXXXXXXXXXX
MAY		17*1453.2252	21		Y	000022	AZ	000000	ZN#EXXXXXXXXXX
JUN		17*1453.2252	21	SEE	Y	000022	AZ	000000	ZN#FXXXXXXXXXX
JUL		17*1453.2252	21	NAVCOMPT	Y	000022	AZ	000000	ZN#GXXXXXXXXXX
AUG		17*1453.2252	21	MANUAL	Y	000022	AZ	000000	ZN#HXXXXXXXXXX
SEP		17*1453.2252	21	PARA 024283	Y	000022	AZ	000000	ZN#IXXXXXXXXXX
OCT		17*1453.2252	21		Y	000022	AZ	000000	ZN#JXXXXXXXXXX
NOV		17*1453.2252	21		Y	000022	AZ	000000	ZN#KXXXXXXXXXX
DEC		17*1453.2252	21		Y	000022	AZ	000000	ZN#LXXXXXXXXXX

* Insert the last character of the fiscal year in which the purchase-charter was made.

** See Chapter V - Section I, para. 2, for instructions on replacement of X's shown above.

Note: A typical cost code for the bulk purchase of bus tickets during October 1991 will have 12 characters and will appear as follows: ZN#J21000190

CHAPTER VI - SECTION I

INFORMATION REQUIRED IN ENLISTED AVAILABILITY REPORTS

1. Per Chapter 20 of Enlisted Transfer Manual (NAVPERS 15909C), the first five characters of the Customer Identification Code (CIC) will be shown in all availability reports submitted to the Chief of Naval Personnel or Enlisted Personnel Management Center for one or more of the following categories of personnel:

- a. Recruits
- b. Graduates/Non-Graduates from school courses of less than 20 weeks
- c. General detail availabilities (Personnel reported by MEPS and recruiting districts or naval stations)
- d. Disciplinary personnel
- e. Hospital availabilities

2. For further guidance in processing availabilities, refer to Chapter 20 of the